

**DATE:** 7/26/15

NOTE: This form is to be used for:

- Employee reimbursements other than employee travel
  - Purchases not requiring a purchase order, service agreement, or contract
  - Transactions not eligible for ProCard
- This form may not be needed if all information is contained on an invoice. (See Guidelines on Page 1 for details.)
- Please see Page 1 for Direct Pay Guidelines prior to completing this form.
  - Please use ProCard for appropriate items.
  - Attach original receipts /documentation. (Please include additional copy of back-up to be sent with the check to vendor if appropriate)
  - Unapproved, non-qualifying, or incomplete requests will be returned unprocessed to the originating requestor.
  - Submit Direct Pay Form to Accounts Payable in Craven 4600. Please allow 10 working days to receive payment from the date Account Payable receives the direct pay form/invoice.

<b>PAYEE:</b>	Karen Haynes
<b>Remittance Address: (Required)</b> Not our Organization address	[REDACTED]

**PAYMENT : Please enter letter of Qualifying Item (QI) from Direct Pay Guidelines in box below**

<b>QI Letter:</b> G	<b>Description and purpose/how it benefits the mission of the Organization:</b> Transportation to and from the Chancellors office for the Board of Trustee's meeting.
	<b>If purchase is a commodity, the employee receiving the commodity must acknowledge that it is the Organization property and it will not leave the campus at any time without the prior approval of the appropriate person. Please have the employee sign below.</b>
	Signature

If QI Letter "H", AP will review for appropriateness:

**AUTHORIZATION**

Funding Source:	Account	Fund	Dept ID	Class	Program	Project	Amount
	660090	96015	1082			81700	\$656.49
							\$
							\$

<b>Requested By Printed Name:</b>	Alicia Mondragon	<b>Ext.:</b>	4043
<b>Approving Authority Printed Name:</b>	Alicia Mondragon	<b>Ext.:</b>	4043
<b>Approving Authority Signature:</b>		<b>Date:</b>	7/26/18
<b>Project Approving Authority Printed Name:</b>	Alicia Mondragon	<b>Ext.:</b>	4043
<b>Project Approving Authority Signature:</b>		<b>Date:</b>	7/26/18

**Please use blue ink for signature (signature stamps not accepted)**

**CORP/Foundation ONLY ADVANCE PAYMENT ACKNOWLEDGEMENT (to be signed by Payee if requesting an advance)**

Upon receipt of advance payment in the above mentioned amount, I agree to clear/repay the advance payment within 30 days. I will be held personally liable for any non-payment of the above amount. If I am a CORP employee, I hereby authorize CORP to deduct, from my final pay check, any balance owed and not paid back upon the termination of my employment.

Payee Signature \_\_\_\_\_

Date \_\_\_\_\_

**Alicia Mondragon**

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**From:** Viviana Garcia  
**Sent:** Wednesday, July 25, 2018 8:04 AM  
**To:** Alicia Mondragon  
**Subject:** FW: Payment Receipt [For Conf# 10304]

**Viviana A. García | California State University San Marcos | Office of the President**  
Presidential Aide | Office: 760-750-4041 | Email: [vivigarcia@csusm.edu](mailto:vivigarcia@csusm.edu)

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**From:** Mike Soski <mikesoski@destinosandiego.com>  
**Sent:** Tuesday, July 24, 2018 4:26 PM  
**To:** Viviana Garcia <vivigarcia@csusm.edu>  
**Subject:** Fw: Payment Receipt [For Conf# 10304]

**Personal Message:** It was a pleasure to finally meet Dr. Haynes. We hit some nasty traffic through Pendleton and then were able to make up enough time to get her there like clockwork! And I will see her here again in a few hours, Mike

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**Destino San Diego, LLC**  
15585 Paymogo St San Diego, CA 92129  
United States of America  
Tel: (866) 677-7373  
Email: [elimarborges@destinosandiego.com](mailto:elimarborges@destinosandiego.com)

Payment Receipt

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For Confirmation #10304

Timestamp:07/24/2018 16:15

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**Method:** Amex \* [REDACTED]  
**Type:** AUTH\_CAPTURE  
**Transaction Amount:** \$329.49  
**Reference/Trans. ID:** 40835568325  
**Passenger:** Dr. Karen Haynes  
**Trip Confirmation#** 10304  
**Trip Date & Time:** 07/24/2018 @ 06:00  
**Routing Information:** **Pick-up Location:** Haynes Residence, [REDACTED]  
**Drop-off Location:** Chancellor's Office, CSULB, 401 Golden Shore Long Beach, CA 90802

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<b>Charges &amp; Fees</b>	Flat Rate	\$270.00
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Std Grat 20.00%	\$54.00
Tolls	\$5.49
<b>Reservation Total:</b>	<b>\$329.49</b>
<b>Payments/Deposits:</b>	<b>\$329.49</b>
<b>Authorizations:</b>	<b>\$0.00</b>
<b>Total Due:</b>	<b>\$0.00</b>

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**Alicia Mondragon**

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**From:** Viviana Garcia  
**Sent:** Wednesday, July 25, 2018 7:58 AM  
**To:** Alicia Mondragon  
**Subject:** FW: Payment Receipt [For Conf# 10305]

**Viviana A. García | California State University San Marcos | Office of the President**  
Presidential Aide | Office: 760-750-4041 | Email: [vivigarcia@csusm.edu](mailto:vivigarcia@csusm.edu)

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**From:** Mike Soski <mikesoski@destinosandiego.com>  
**Sent:** Wednesday, July 25, 2018 6:39 AM  
**To:** Viviana Garcia <vivigarcia@csusm.edu>  
**Subject:** Fw: Payment Receipt [For Conf# 10305]

**Personal Message:** Return trip from Long Beach. Definitely went a lot smoother and quicker. Dr. Haynes got a lot of work done on the drive. Thank you for allowing us to be of service to her. We will see her again on Saturday!

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**Destino San Diego, LLC**  
15585 Paymogo St San Diego, CA 92129  
United States of America  
Tel: (866) 677-7373  
Email: [elimarborges@destinosandiego.com](mailto:elimarborges@destinosandiego.com)

Payment Receipt

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For Confirmation #10305

Timestamp:07/25/2018 06:27

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**Method:** Ame [REDACTED]  
**Type:** AUTH\_CAPTURE  
**Transaction Amount:** \$327.00  
**Reference/Trans. ID:** 40836316260  
**Passenger:** Dr. Karen Haynes  
**Trip Confirmation#** 10305  
**Trip Date & Time:** 07/24/2018 @ 20:00  
**Routing Information:** **Pick-up Location:** Parker Lighthouse, 435 Shoreline Village Dr. Long Beach, CA 90802 - Ph: (562) 432-6500  
**Drop-off Location:** Haynes Residence, [REDACTED]

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<b>Charges &amp; Fees</b>	Flat Rate	\$270.00
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Std Grat 20.00%	\$54.00
Parking	\$3.00
<b>Reservation Total:</b>	<b>\$327.00</b>
<b>Payments/Deposits:</b>	<b>\$327.00</b>
<b>Authorizations:</b>	<b>\$0.00</b>
<b>Total Due:</b>	<b>\$0.00</b>

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