

TRAVEL EXPENSE CLAIM

CSUSM 262 - Rev. 01/2016

CLAIMANT'S NAME

Karen Haynes 1601

EXT.

4040

DEPT.

000001082

For Internal Use Only

PU PR NF SS CA

Invoice #

POSITION

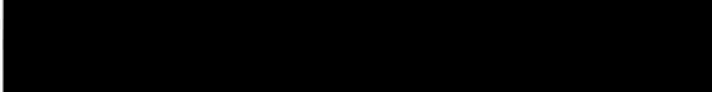
President

Normal Working Hours

8 am - 5 pm

Voucher #

RESIDENCE ADDRESS



(1) MONTH/YEAR	(2) DATE OF TRAVEL	(3) TIME	(4) LOCATION of TRAVEL	(5) MEALS				(6) INCIDENTALS	(7) TRANSPORTATION				(8) Registration Business Expense Amount	(9) TOTAL EXPENSES FOR DAY	
				LOGGING	BREAK FAST	LUNCH	DINNER		(A) COST OF TRANS.	(B) TYPE USED	(C) TOLLS, PARKING	(D) PRIVATE CAR USE MILES			Amount
9/8/2017	4:30 PM		Madrid, Spain						\$6,816.09	air/car		0.535	0.00	6,816.09	
9/9/2017			Madrid, Spain	\$240.90	\$21.19							0.535	0.00	262.09	
9/10/2017			Seville, Spain	\$761.77					\$195.45	train/taxi		0.535	0.00	957.22	
9/11/2017			Seville, Spain	\$761.77								0.535	0.00	761.77	
9/12/2017			Seville, Spain	\$761.77								0.535	0.00	761.77	
9/13/2017			Seville, Spain	\$761.77								0.535	0.00	761.77	
9/14/2017			Seville, Spain	\$761.77								0.535	0.00	761.77	
9/29/2017			San Diego, CA						\$362.02			0.535	0.00	362.02	
												0.535	0.00	0.00	
												0.535	0.00	0.00	
												0.535	0.00	0.00	
(10)	SUBTOTALS			4049.75	21.19	0.00	0.00	0.00	7373.56	0.00	0.00		0.00	0.00	11,444.50
(11) Acct	Fund	Dept	Program*	Class*	Project	Amount	Chartfield String								
606002	44101	1039		03930											\$11,444.50

(12) PURPOSE OF TRIP (MANDATORY), REMARKS AND DETAILS (Attach receipts, proof of attendance, and agendas) If I leave CSUSM employment for any reason prior to the trip, I agree to reimburse the University for any related expenses that I have been paid for.

Charges incurred while traveling is Spain for the EAIE Conference and visits to International partnerships.

PRIOR PAYMENTS (Direct Bill/Advance):	6,455.92
TOTAL DUE:	4,988.58
(13) PRIVATE VEHICLE LICENSE NUMBER (Mandatory if mileage is claimed)	
Initial that you have a current DD cert on file for mileage/car rental	X

Final Claim

PREPARED BY: Viviana Garcia EXT 4041

(15) I hereby certify that the above is a true statement of the travel expenses incurred by me in accordance with the applicable California State University procedures and that all items shown were for the official business of the CSU. Claimant (use blue ink) X

(16) a. Claimant's Supervisor's Signature Required (use blue ink): X
 Please refer to "Approval of Travel" Memorandum dated 12/1/08 <http://www.csusm.edu/travel/EO688travelapproval120108.pdf>
 If supervisor does not have travel fiscal authority, then additional signatures are required:

b. Dept. ID Approval (use blue ink): X Date: 10/10/2017

c. Fund # Approval (use blue ink): X Date:

For Internal Use Only	
Voucher ID: _____	Date: _____
Dollar Amt. _____	Check No. _____
Vendor ID _____	Vendor Nm. _____
Invoice No. _____	Invoice Number: _____
CF String: _____	CF String: _____



REQUEST FOR TRAVEL APPROVAL or PREPAID REGISTRATION or CASH ADVANCE

PU	NF
Vendor # _____	
Voucher # _____	
Invoice # _____	

Name:	Karen Haynes	Employee No.	
Address:	[REDACTED]		
Dept. Contact:	Viviana Garcia	EXT.	4041
Destination	Spain & Morocco	Date/s of Trip	From 9/8/17 To 9/28/17
Purpose of Trip:	Intl partnerships & attending European Association for Intl Education (EAIE) conference		

ESTIMATED EXPENSES FOR REIMBURSEMENT BY CSUSM			
*** Meal Est.	1,000.00	PLEASE PAY REGISTRATION TO:	
Lodging or Hospitality Gift	2,000.00		
Air Fare	7,500.00		
** International Travel Ins			
* Auto Rental			
* Mileage (.535 cents per mile)			
*** Miscellaneous	500.00		
*** Shuttle/Taxi	500.00		
*** Registration			
Parking			
TOTAL ESTIMATED EXPENSE	11,500.00	Supplier Email/Contact (required): Attn: Address 1: Address 2: City: State/Zip: Email:	
Prepaid Expense			
Total Employee Expense	\$0.00		
*** Advance Due @ 90% Employee Expense			
Date Advance Needed		(Attach completed registration form in duplicate) Date to be mailed by:	

*Current Defensive Driving cert required for reimbursement. Expiration Date _____

*** Advances for domestic travel can include meals, miscellaneous, shuttle/taxi, and registration greater than \$100.00 only. Other expenses such as lodging and airfare cannot be included in an advance for domestic travel.

I hereby certify that I am currently a California State University Employee (Requirement if receiving reimbursement from the State) and that a.) If I am using a privately owned vehicle, I have a current "Authorization to use Privately Owned Vehicle" (form STD 261) on file with the University and I have the minimum liability insurance as required by State law and b.) I have satisfied the State Defensive Driver Training requirements. I have made arrangements for the classes meeting during my absence and/or for administrative and other duties.

Signature of Traveler:		Date: 7/20/2017
Title of Traveler:	President	EXT: 4040

Funding Source:	Account	Fund	Dept	Program	Class	Project	Amount	Funding Approving Authority
	606002	44101	1039		03930			

Please refer to "Approval for Travel" Memorandum dated 12/31/08 www.csusm.edu/travel/EO688travelapproval120108.pdf

Approving Authority	
Title	Date:
Final Approving Authority (In-State and Out-of-State Travel)	
VP/Provost ONLY	
Final Approving Authority (Out-Of-Country Travel)	Date: 7-20-17 vg
President ONLY	
President ONLY	Date:

**ACCOUNTS PAYABLE
REQUEST FOR TRAVEL APPROVAL INSTRUCTIONS**

1. **Name-** First, middle initial and last name of CSUSM employee traveling on University related business.
2. **Employee No-** Number assigned by Human Resources & Equal Opportunity.
3. **Address-** Mailing address where reimbursement will be sent. Required even if check is being picked up or on direct deposit.
4. **Dept. Contact-** Name of person to contact for travel related questions/information.
 - a. **Ext-** Telephone extension to contact for travel related questions/information.
5. **Destination-** City and State where employee will be traveling to on University related business.
 - a. **Date/s of Trip-** In the FROM cell, date when employee is departing for travel. In the TO cell, date when employee is expected to arrive home from travel. *If travel is for one (1) day, type/write in the date of travel on both the FROM and TO cells.*
6. **Purpose of Trip-** Reason for traveling and/or title of training or conference attending.
7. **Estimated Expenses for reimbursement by CSUSM-** Approximate dollar amounts employee will incur during their travel time.
 - a. **Advance due @ 90% employee expense-** Advances for domestic travel are issued for 90% of the estimated cost of meals, registration over \$100, shuttle/taxi, and miscellaneous only.
 - b. Advances and prepaid registration are granted if:
 - i. Traveler is not a US Bank Travel Visa cardholder due to extenuating circumstances
 - ii. Conference does not accept Visa and registration is greater than \$100.00
 - iii. Employee is traveling out of the country
 - iv. The traveler is a student or is hosting students on the trip
 - c. **Authorization Code-** Travel authorization codes are used to direct bill the University if you are making arrangements for an interview candidate. The only items that are eligible for direct bill are hotel accommodations. To request a travel authorization number, please email the travel desk at traveldesks@csusm.edu and include the following information
 - i. Traveler's Name
 - ii. Date of Trip
 - iii. PeopleSoft Chartfield String
 - iv. Amount the authorization is not to exceed
 - v. Type of Expense the TA# will be used for (direct billed) (airfare, lodging, rental car)
 - vi. Will there be other expenses that will be paid on a 262
 - vii. Reason for trip
 - viii. Person's name to approve this expense. (Person will be contacted via email for approval)
 - d. **Registration Information-** Registration can be paid on ProCard with no prior approval from Procurement. If the conference does not accept credit cards, the travel desk can send a check for registration on the traveler's behalf. If you are attending a conference and want a check sent to the vendor for registration, please list the conference name and address in this section. Please also include a valid email address for the suppliers accounting department. This information is required in order to retrieve a 204 (tax) form. Failure to provide requested information may result in a delay of payment to the supplier.
8. **Signature of Traveler-** Signature of employee traveling on University related business. Employee to include date s/he signed the request.
9. **Funding Source-** PeopleSoft Chartfield String noting where the expense will be charged.
10. **Amount-** Amount to pay from the PeopleSoft Chartfield String provided in #9.
11. **Approving Authority-** Signature of manager with fiscal authority for the department being expensed.
12. **Final Approving Authority (In-State and Out-of-State Travel) - Refer to President's "Approval of Travel" memorandum dated 12/1/2008 for individuals who can approve In-State and Out-of-State Travel requests.**
13. **Final Approving Authority for (Out-of-Country Travel) – President Only.** If travelling to a "high hazard" country the request must go the Chancellors office for approval.
14. **International insurance for Out of Country travel is REQUIRED.** Please see the following link for information. http://www.csusm.edu/rms/rm/foreign_travel_insurance.html

NOTE: If an advance or a registration is being requested please make a photocopy for your department for record keeping purposes.



Currency Converter

EUR/USD for the 24-hour period ending **Friday, Sep 8, 2017** 22:00 UTC @ +/- 0%

Currency I Have:

200 EUR

Currency I Want:

240.906 USD

EUR/USD Details

EUR/USD for the 24-hour period ending **Friday, Sep 8, 2017** 22:00 UTC @ +/- 0%

Selling 200.000 EUR → you get 240.906 USD

Buying 200.000 EUR → you pay 240.943 USD

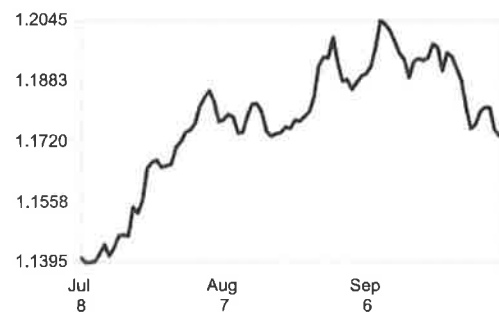
Rate Details

EUR/USD for the 24-hour period ending **Friday, Sep 8, 2017** 22:00 UTC

	Bid Sell 1 EUR	Ask Buy 1 EUR
MIN	1.20138	1.20152
AVG	1.20453	1.20472
MAX	1.20921	1.20938

Recent Trends

EUR/USD average daily bid prices
Last 90 days



Take trusted OANDA Rates™ with you on your travels

EUR/USD						USD/EUR					
Interbank Rate +/- 0%						Interbank Rate +/- 0%					
Sep 9, 2017						Sep 9, 2017					
EUR	USD	EUR	USD	EUR	USD	USD	EUR	USD	EUR	USD	EUR
1	1.20	15	18.07	45	54.20	1	0.83	15	12.45	45	37.35
2	2.41	20	24.09	50	60.23	2	1.66	20	16.60	50	41.50
3	3.61	25	30.11	100	120.45	3	2.49	25	20.75	100	83.01
4	4.82	30	36.14	250	301.13	4	3.32	30	24.90	250	207.52
5	6.02	35	42.16	500	602.27	5	4.15	35	29.05	500	415.04
10	12.05	40	48.18	1,000	1,204.53	10	8.30	40	33.20	1,000	830.07

Hotel

Mediodía



Plaza del Emperador Carlos V, 8
Tel: 91-527-30-60 Fax: 91.527-30-66

28012 Madrid
www.mediodiahotel.com
info@mediodiahotel.com

FACTURA		FECHA	Pag: 1
17	15871	09/09/2017	

Huesped	KAREN SUE HAYNES
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Agencia	EXPEDIA INC
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Reserva	00148027
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KAREN SUE HAYNES

- ESTADOS UNIDOS
PASAPORTE 504841212

Hab.	Referencia	Dias	Pax	Est.	Descripción	Precio	Cpto.	Div.	Importe
426	KAREN SUE 885051056-CH34	1	2	1	Estancia de 9/9/17 a 10/9/17. ALOJAMIENTO TWIN	200,00		EUR	200,00
TOTAL BRUTO								EUR	200,00

Impuesto	%	Base Imponible	Cuota
IVA 10%	10	181,82	18,18

Euros	
Total Factura	200,00

Inmobiliaria Mediodía S.A. con CIF: A-28013829. Inscrita en el Reg. Merc. de Madrid tomo: 6106, libro 0, Folio: 80, Sección: 8, Hoja: M-99686, Inscripción 10

De conformidad con lo dispuesto en el art.5 de la LOPD 15/99, le informamos que sus datos se incorporarán a los ficheros titularidad de Inmobiliaria Mediodía S.A., con la finalidad de mantener y cumplir nuestra relación profesional. Para el ejercicio de su derecho de acceso, rectificación, cancelación y oposición, podrá dirigirse por escrito a la dirección referenciada en el presente documento donde será atendido conforme a la ley.



Currency Converter

EUR/USD for the 24-hour period ending **Friday, Sep 8, 2017** 22:00 UTC @ +/- 0%

Currency I Have:

17.60 EUR

Currency I Want:

21.1997 USD

EUR/USD Details

EUR/USD for the 24-hour period ending **Friday, Sep 8, 2017** 22:00 UTC @ +/- 0%

Selling 17.6000 EUR → you get 21.1997 USD

Buying 17.6000 EUR → you pay 21.2030 USD

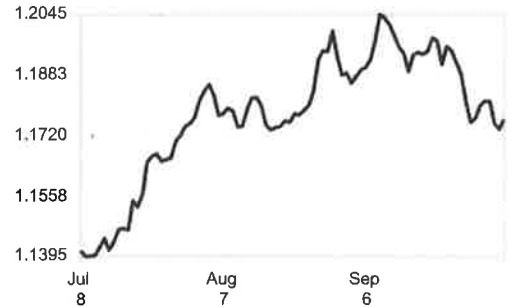
Rate Details

EUR/USD for the 24-hour period ending **Friday, Sep 8, 2017** 22:00 UTC

	Bid Sell 1 EUR	Ask Buy 1 EUR
MIN	1.20138	1.20152
AVG	1.20453	1.20472
MAX	1.20921	1.20938

Recent Trends

EUR/USD average daily bid prices
Last 90 days



Take trusted OANDA Rates™ with you on your travels

EUR/USD						USD/EUR					
Interbank Rate +/- 0%						Interbank Rate +/- 0%					
Sep 9, 2017						Sep 9, 2017					
EUR	USD	EUR	USD	EUR	USD	USD	EUR	USD	EUR	USD	EUR
1	1.20	15	18.07	45	54.20	1	0.83	15	12.45	45	37.35
2	2.41	20	24.09	50	60.23	2	1.66	20	16.60	50	41.50
3	3.61	25	30.11	100	120.45	3	2.49	25	20.75	100	83.01
4	4.82	30	36.14	250	301.13	4	3.32	30	24.90	250	207.52
5	6.02	35	42.16	500	602.27	5	4.15	35	29.05	500	415.04
10	12.05	40	48.18	1,000	1,204.53	10	8.30	40	33.20	1,000	830.07

Hotel

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Tel: 91-527-30-60 Fax: 91.527-30-66
28012 Madrid
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info@mediodiahotel.com

FACTURA		FECHA	Pag:	1
17	15897	10/09/2017		

Huesped	KAREN SUE HAYNES
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Agencia	EXPEDIA INC
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Reserva	00148027
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KAREN SUE HAYNES

- ESTADOS UNIDOS
PASAPORTE 504841212

Hab.	Referencia	Dias	Pax	Est.	Descripción	Precio	Cpto.	Div.	Importe
426	10/09/2017 885051056-CH34			2	DESAYUNO	8,80		EUR	17,60
TOTAL BRUTO									EUR 17,60

Impuesto	%	Base Imponible	Cuota
IVA 10%	10	16	1,6

Euros	
Total Factura	17,60

Inmobiliaria Mediodía S.A. con CIF: A-28013829. Inscrita en el Reg. Merc. de Madrid tomo: 6106, libro 0, Folio: 80, Sección: 8, Hoja: M-99686, Inscripción 10

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Currency Converter

EUR/USD for the 24-hour period ending **Saturday, Sep 9, 2017** 22:00 UTC @ +/- 0%

Currency I Have:

75.70 EUR

Currency I Want:

91.1113 USD

EUR/USD Details

EUR/USD for the 24-hour period ending **Saturday, Sep 9, 2017** 22:00 UTC @ +/- 0%

Selling 75.7000 EUR → you get 91.1113 USD

Buying 75.7000 EUR → you pay 91.1277 USD

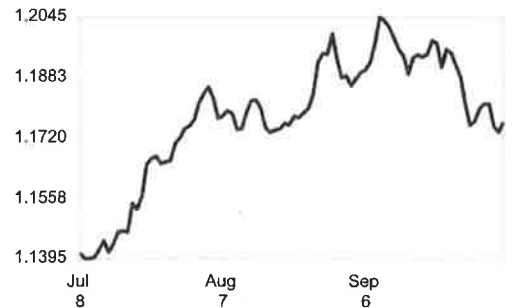
Rate Details

EUR/USD for the 24-hour period ending **Saturday, Sep 9, 2017** 22:00 UTC

	Bid Sell 1 EUR	Ask Buy 1 EUR
MIN	1.20350	1.20380
AVG	1.20358	1.20380
MAX	1.20360	1.20390

Recent Trends

EUR/USD average daily bid prices
Last 90 days



Take trusted OANDA Rates™ with you on your travels

EUR/USD						USD/EUR					
Interbank Rate +/- 0%						Interbank Rate +/- 0%					
Sep 10, 2017						Sep 10, 2017					
EUR	USD	EUR	USD	EUR	USD	USD	EUR	USD	EUR	USD	EUR
1	1.20	15	18.05	45	54.16	1	0.83	15	12.46	45	37.38
2	2.41	20	24.07	50	60.18	2	1.66	20	16.61	50	41.54
3	3.61	25	30.09	100	120.36	3	2.49	25	20.77	100	83.07
4	4.81	30	36.11	250	300.90	4	3.32	30	24.92	250	207.68
5	6.02	35	42.13	500	601.79	5	4.15	35	29.07	500	415.35
10	12.04	40	48.14	1,000	1,203.58	10	8.31	40	33.23	1,000	830.70

Num. Billete: 7252000778214

Localizador: ZDT6TU

Combinado Cercanías: Y7MGV

Salida MADRID-P.A
Llegada SEVILLA SJ
AVE 02110
Coche 3

Tarifa PROMO

10/09/2017 11:00
10/09/2017 13:30
Preferente Aperitivo
Plaza: 04C

Total: 69,40€ IVA(10%) 6,30€

Agencia Virtual

RAIL EUROPE INC.

333 WESTCHESTER AV. WEST BULDING, 2º, W2200
(191468132)

00132, NEW YORK (ESTADOS UNIDOS DE AM)

renfe



NO REEMBOLSABLE

Esta tarifa no permite cambios, ni anulaciones.

Cierre del acceso al tren 2 minutos antes de la salida

15:14:50 01/08/2017

No incluye franquicia de aparcamiento (excepto clientes +Renfe)



Mantenga la integridad de toda la hoja, sin cortar ninguna de las zonas impresas.

EXTRACTO DE LAS CONDICIONES DE VIAJE

- Este billete constituye su contrato de transporte, consérvelo hasta el final del viaje.
- Es obligatorio presentar los documentos que acrediten descuentos. Los Bonos/Abonos junto a las formalizaciones. Se podrá solicitar un documento de identificación válido.
- Renfe tiene establecidos diferentes compromisos de puntualidad y calidad en todos sus trenes, en caso de incumplimiento de estos, tendrá derecho a la indemnización correspondiente.
- Como máximo 3 bultos de equipaje de mano. La suma del peso de los 3 no superará los 25 kg., ni la suma de sus dimensiones los 290 cm. El mayor de ellos no debe superar 85 x 55 x 35 cm.
- También, las sillas y coches portabebé, que deberán ser plegados a bordo. Los instrumentos musicales en una funda y que no superen 30 x 120 x 38 cm. Las bicicletas plegadas y desmontadas en su funda, y sus tres dimensiones no superarán los 180 cm. En trenes de Media Distancia Convencional no es necesario que la bicicleta viaje dentro de una funda.
- Solamente se podrá transportar un equipaje especial por viajero, más un solo equipaje de mano que no supere las dimensiones de 55 x 35 x 25 cm. Para más información www.renfe.com
- Servicio cubierto por S.O.V. y S.R.C.
- Condiciones Generales de los Contratos de Transporte www.renfe.com



Hasta 1.200 Puntos Renfe equivalentes a 120€ para viajar a tu próximo destino

Tarjeta American Express Renfe

Acumula Puntos Renfe en todas tus compras



Solicítala en amexrenfe.es

Suplemento de gestión de tarjeta

renfe



Compra tus billetes en tu Agencia de Viajes habitual

Descuentos - para todos

< 4 años
¡GRATIS!

Entre 4 y 14
40% descuento

Familia Numerosa
¡en cualquier tarifa!

Tarjeta Dorada
Tarjeta Joven
¡todos pagan menos!

Tarifa MESA
De 4 en 4 es más barata

↔
Ida y Vuelta
20% descuento

Grupos del 20% al 40% descuento



02110 60000-51003 10/09/2017 Preferente 3-04C 107 69,40€ IVA(10%) 6,30€

7252000778214 Id. Compra ZDT6TU



Num. Billete: 7252000778222

Localizador: ZDT6TU

Tarifa PROMO

renfe



Combinado Cercanías: X6YXJ

Salida	MADRID-P.A	10/09/2017	11:00
Llegada	SEVILLA SJ	10/09/2017	13:30
AVE	02110	Preferente	Aperitivo
Coche	3	Plaza: 04B	

Total: 69,40€ IVA(10%) 6,30€

Agencia Virtual

RAIL EUROPE INC.
333 WESTCHESTER AV. WEST BULDING, 2ª, W2200
(191468132)
00132, NEW YORK (ESTADOS UNIDOS DE AM)

NO REEMBOLSABLE
Esta tarifa no permite cambios ni anulaciones.

Cierre del acceso al tren 2 minutos antes de la salida

15:14:50 01/08/2017

No incluye franquicia de aparcamiento (excepto clientes +Renfe)



Mantenga la integridad de toda la hoja, sin cortar ninguna de las zonas impresas.

EXTRACTO DE LAS CONDICIONES DE VIAJE

- Este billete constituye su contrato de transporte, consérvelo hasta el final del viaje.
- Es obligatorio presentar los documentos que acrediten descuentos. Los Bonos/Abonos junto a las formalizaciones. Se podrá solicitar un documento de identificación válido.
- Renfe tiene establecidos diferentes compromisos de puntualidad y calidad en todos su trenes, en caso de incumplimiento de estos, tendrá derecho a la indemnización correspondiente.
- Como máximo 3 bultos de equipaje de mano. La suma del peso de los 3 no superará los 25 kg., ni la suma de sus dimensiones los 290 cm. El mayor de ellos no debe superar 85 x 55 x 35 cm. También, las sillas y coches portabebé, que deberán ser plegados a bordo. Los instrumentos musicales en una funda y que no superen 30 x 120 x 38 cm. Las bicicletas plegadas y desmontadas en su funda, y sus tres dimensiones no superarán los 180 cm. En trenes de Media Distancia Convencional no es necesario que la bicicleta viaje dentro de una funda.
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- Servicio cubierto por S.O.V. y S.R.C.
- Condiciones Generales de los Contratos de Transporte www.renfe.com



Hasta 1.200 Puntos Renfe equivalentes a 120€ para viajar a tu próximo destino

Tarjeta American Express Renfe
Acumula Puntos Renfe en todas tus compras

Descuentos - para todos

< 4 años
¡GRATIS!

Entre 4 y 14
40% descuento

Familia Numerosa
¡en cualquier tarifa!

Tarjeta Dorada
 Tarjeta Joven
¡todos pagan menos!

Tarifa MESA
De 4 en 4 es más barato

Ida y Vuelta
20% descuento

Grupos del 20% al 40% descuento

Solicítala en
amexrenfe.es
Sup. 120€ de comisión y envío.

renfe



Compra tus billetes en tu Agencia de Viajes habitual



02110 60000-51003 10/09/2017 Preferente 3-04B 107 69,40€ IVA(10%) 6,30€

7252000778222 Id. Compra ZDT6TU





Currency Converter

EUR/USD for the 24-hour period ending **Saturday, Sep 9, 2017** 22:00 UTC @ +/- 0%

Currency I Have:

11 EUR

Currency I Want:

13.2394 USD

EUR/USD Details

EUR/USD for the 24-hour period ending **Saturday, Sep 9, 2017** 22:00 UTC @ +/- 0%

Selling 11.0000 **EUR** → you get **13.2394 USD**

Buying 11.0000 **EUR** → you pay **13.2418 USD**

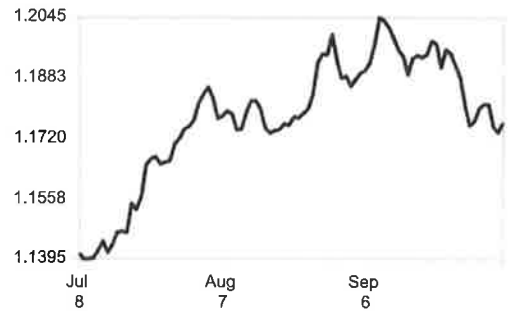
Rate Details

EUR/USD for the 24-hour period ending **Saturday, Sep 9, 2017** 22:00 UTC

	Bid Sell 1 EUR	Ask Buy 1 EUR
MIN	1.20350	1.20380
AVG	1.20358	1.20380
MAX	1.20360	1.20390

Recent Trends

EUR/USD average daily bid prices
Last 90 days



Take trusted OANDA Rates™ with you on your travels

EUR/USD						USD/EUR					
Interbank Rate +/- 0%						Interbank Rate +/- 0%					
Sep 10, 2017						Sep 10, 2017					
EUR	USD	EUR	USD	EUR	USD	USD	EUR	USD	EUR	USD	EUR
1	1.20	15	18.05	45	54.16	1	0.83	15	12.46	45	37.38
2	2.41	20	24.07	50	60.18	2	1.66	20	16.61	50	41.54
3	3.61	25	30.09	100	120.36	3	2.49	25	20.77	100	83.07
4	4.81	30	36.11	250	300.90	4	3.32	30	24.92	250	207.68
5	6.02	35	42.13	500	601.79	5	4.15	35	29.07	500	415.35
10	12.04	40	48.14	1,000	1,203.58	10	8.31	40	33.23	1,000	830.70



BIENVENIDO / WELCOME

Por favor verifique sus datos personales / please verify your personal data

Haynes

Karen

APELLIDO / LAST NAME

NOMBRE / FIRST NAME

LUGAR DE NACIMIENTO / BIRTHPLACE

FECHA DE NACIMIENTO / BIRTHDAY

NACIONALIDAD / NATIONALITY

SEXO / GENDER

TIPO / TYPE

Nº DE DOCUMENTO / DOCUMENT NUMBER

FECHA EXPEDICIÓN / DATE OF ISSUE



E-MAIL

US

CIUDAD / CITY

CÓDIGO POSTAL / ZIP CODE

PAÍS / COUNTRY

10/09/17

15/09/17

FECHA DE LLEGADA / ARRIVAL DATE

FECHA DE SALIDA / DEPARTURE DATE

Adultos/Adults: 1 Niños/Children: 0

NÚMERO DE PERSONAS / NUMBER OF GUESTS

TARJETA SPG / SPG CARD

NÚMERO / NUMBER

500.00 VAT not included / IVA no incluido

No incluido/not inclusive

PRECIO / RATE

DESAYUNO INCLUIDO / BREAKFAST INCLUDED

MC - XXXXXXXXXXXX



TARJETA DE CRÉDITO / CREDIT CARD

NÚMERO DE HABITACIÓN / ROOM NUMBER

AUTORIZO A QUE CARGUEN MI FACTURA A LA TARJETA DE CRÉDITO INDICADA / I AUTHORIZE TO CHARGE THE HOTEL INVOICE TO MY CREDIT CARD

NECESITARÉ ASISTENCIA EN CASO DE EVACUACIÓN / I WILL NEED SPECIAL ASSISTANCE DURING AN EMERGENCY EVACUATION

SI / YES

NO

QUEDO CONFORME CON LA INTEGRIDAD DEL DOCUMENTO CONTENIDO EN AMBAS CARAS

I AGREE WITH THE ENTIRE CONTENT OF THIS DOCUMENT (FRONT AND BACK)

X

SIGNATURE

Alfonso XIII
C. SAN FERNANDO 2
41004 SEVILLA
Tel: +34 954 917 000

DATE : 10/09/17 13:52
EIV TERMINAL ID: 73531801
MERCHANT ID : 9560614226
LOCATION ID : 735318

APPROVED

BANK REPLY MESSAGE
APPROVAL

CARDHOLDER RECEIPT

TRANS TYPE : PreAuthorization

TOTAL AMOUNT... : EUR 3157.33

CARD ID : AK
CARD TYPE : AMEX
PAN : ██████████
CARD ENTRY : UHP
RID : 1000000015010801
TYE : 000000800
TSI : ES00
EIV APP LBL : AMERICAN EXPRESS

DATA CODE : 87037
PEL. BY : PEF. UNL: 78901548
IP: PEF. UNL : 10723
MERCHANT CODE : 00

Signature verified

Thank you



Transaction Details Prepared for
Dr Karen S Haynes
Account Number
XXXX [REDACTED]

DATE	DESCRIPTION	CARD MEMBER	AMOUNT
SEP15 2017	HOTEL ALFONSO XIII - SEVILLA, SE	DR KAREN S HAYNES	\$3,808.85
Doing business as: HOTEL ALFONSO XIII SAN FERNANDO 2 SEVILLA 41004 SPAIN Foreign Spend Amount: 3,176.95 EURO Additional Information: 07353181121 LODGING LODGING MERCHANDISE Reference: 320172610736733537 Category: Travel - Lodging		Membership Rewards® Points 3809 You can earn 1X points Base 3809 Total 3809 To earn points, please make the required minimum payment by the next Payment Due Date.	

Shannon Honour

From: Viviana Garcia
Sent: Thursday, October 12, 2017 11:25 AM
To: Shannon Honour
Subject: Re: Karen Haynes' claim

Hi Shannon,

Sorry - I forgot to include the justification for lodging.

Justification for Seville: Hotels in Seville are expensive this time of the year and the conference (EAIE) recommended several from a safety perspective, central locations, close to train station for emergencies and to hospital.

I'll have my office send over the breakdown of the hotel.

Thanks,
Vivi

Sent from my iPhone

> On Oct 12, 2017, at 11:21 AM, Shannon Honour <shonour@csusm.edu> wrote:

>

> Hi Vivi,

> I can see that you are out of the office, and unfortunately I will be out for a week when you return.

>

> I am looking for more information about the President's recent trip to Spain. Her lodging was very expensive and exceeded the allotted amount that is specified in the Travel Policy. Our travel policy allows reimbursement for up to 300% of the per diem rate in that area. In Seville, the lodging per diem rate is \$169 per night, which would mean reimbursement cannot exceed \$507 per night. I received similar claims for Spain from some of our other employees that went on the same trip, however, they included a memo or lodging exception form that explained why the lodging was so expensive. Do you have anything like this that I can include in the claim?

>

> Also, I am hoping you can send me a receipt from the hotel that includes a breakdown of charges. We cannot accept credit card statements as proof of payment. In this case, it is helpful since expenses are in another currency, however we will still need the hotel receipt.

>

> I will be out of town from Oct 16-20. If you need immediate assistance regarding this when I am gone, you may reach out to my manager Veronica Roman.

>

> Thanks for your help Vivi!

>

> Shannon Honour

>

> Travel Program Coordinator

> Business and Financial Services

> California State University San Marcos Craven Hall 4600-34

> 760-750-4466

>

> [https://ci4.googleusercontent.com/proxy/JLpeFMuxuueZKmVZho_ZTqpDg6lsm

Viviana Garcia

From: DavEl_DONOTREPLY@davel.com
Sent: Saturday, September 9, 2017 4:01 AM
To: Viviana Garcia
Subject: Receipt: Reservation 19668076; Haynes, Karen

Receipt

Reservation 19668076

Receipt Total: \$360.17

Questions about this receipt? Call 1-858-587-1184.
Be sure to reference reservation 19668076.

Flat-rate ride summary of charges

Base fare: \$314.67
Waiting time: 000

Operating Cost Surcharge: \$40.50
Additional fees: \$3.15
Acct Svc: \$5.00

Total: \$360.17

Pending approval of credit card.

Reservation details

Passenger name: Haynes, Karen
Reservation number: 19668076
Pickup date: September 08, 2017
Pickup time: 04:30 (PM)
Actual Pickup: September 08, 2017 04:25 (PM)
Time out of Garage:
Time in Garage:
Pickup Location: [REDACTED]
Waiting time: 0 Hours 00Mins
Drop Off Location: LAX 268 BA
Vehicle type: Sedan
Profile number: 1012169
Account number: TP10123
Account name: Cal State San Marcos
Payment method: AMERICAN EXPRESS - [REDACTED]
Booker name: Garcia, Viviana
Booker Profile Number: 998352

From: DavEl_DONOTREPLY@davel.com
Sent: Wednesday, October 4, 2017 10:32 AM
To: Viviana Garcia
Subject: Receipt: Reservation 19668076-2; Haynes, Karen

Receipt

Reservation 19668076-2

Receipt Total: \$362.02

Questions about this receipt? Call 1-858-587-1184.
Be sure to reference reservation 19668076-2.

Flat-rate ride summary of charges

Base fare:	\$311.52
Waiting time:	000
Parking:	\$5.00
Operating Cost Surcharge:	\$40.50
Acct Svc:	\$5.00
Total:	\$362.02

Pending approval of credit card.

Reservation details

Passenger name: Haynes, Karen
Reservation number: 19668076-2
Pickup date: September 28, 2017
Pickup time: 11:53 (PM)
Actual Pickup: September 29, 2017 12:26 (AM)
Time out of Garage: September 28, 2017 10:18 (PM)
Time in Garage: September 29, 2017 03:23 (AM)
Pickup Location: LAX 185 AA

Waiting time: 0 Hours 00Mins
Drop Off Location: [REDACTED]
Vehicle type: Sedan
Profile number: 1012169
Account number: TP10123
Account name: Cal State San Marcos

Payment method: AMERICAN EXPRESS [REDACTED]
Booker name: Garcia, Viviana
Booker Profile Number: 998352



Currency Converter

EUR/USD for the 24-hour period ending **Saturday, Sep 9, 2017** 22:00 UTC @ +/- 0%

Currency I Have:

17.60 EUR

Currency I Want:

21.1831 USD

EUR/USD Details

EUR/USD for the 24-hour period ending **Saturday, Sep 9, 2017** 22:00 UTC @ +/- 0%

Selling 17.6000 EUR → you get 21.1831 USD

Buying 17.6000 EUR → you pay 21.1869 USD

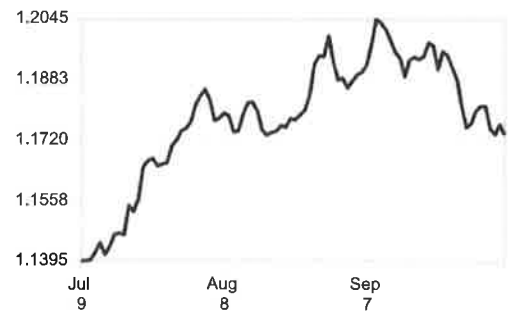
Rate Details

EUR/USD for the 24-hour period ending **Saturday, Sep 9, 2017** 22:00 UTC

	Bid Sell 1 EUR	Ask Buy 1 EUR
MIN	1.20350	1.20380
AVG	1.20358	1.20380
MAX	1.20360	1.20390

Recent Trends

EUR/USD average daily bid prices
Last 90 days



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EUR/USD						USD/EUR					
Interbank Rate +/- 0%						Interbank Rate +/- 0%					
Sep 10, 2017						Sep 10, 2017					
EUR	USD	EUR	USD	EUR	USD	USD	EUR	USD	EUR	USD	EUR
1	1.20	15	18.05	45	54.16	1	0.83	15	12.46	45	37.38
2	2.41	20	24.07	50	60.18	2	1.66	20	16.61	50	41.54
3	3.61	25	30.09	100	120.36	3	2.49	25	20.77	100	83.07
4	4.81	30	36.11	250	300.90	4	3.32	30	24.92	250	207.68
5	6.02	35	42.13	500	601.79	5	4.15	35	29.07	500	415.35
10	12.04	40	48.14	1,000	1,203.58	10	8.31	40	33.23	1,000	830.70



Currency Converter

EUR/USD for the 24-hour period ending **Monday, Sep 11, 2017 22:00 UTC** @ +/- 0%

Currency I Have:

11.06 EUR

Currency I Want:

13.2601 USD

EUR/USD Details

EUR/USD for the 24-hour period ending **Monday, Sep 11, 2017 22:00 UTC** @ +/- 0%

Selling 11.0600 **EUR** → you get 13.2601 **USD**

Buying 11.0600 **EUR** → you pay 13.2616 **USD**

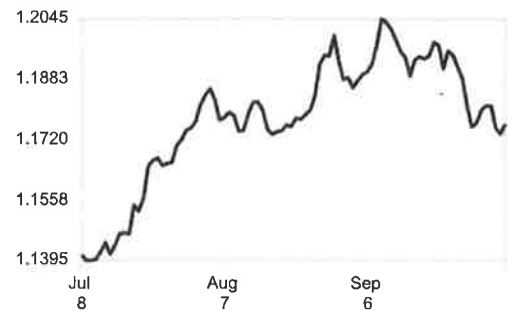
Rate Details

EUR/USD for the 24-hour period ending
Monday, Sep 11, 2017 22:00 UTC

	Bid Sell 1 EUR	Ask Buy 1 EUR
MIN	1.19469	1.19484
AVG	1.19893	1.19906
MAX	1.20291	1.20304

Recent Trends

EUR/USD average daily bid prices
Last 90 days



Take trusted OANDA Rates™ with you on your travels

EUR/USD						USD/EUR					
Interbank Rate +/- 0%						Interbank Rate +/- 0%					
Sep 12, 2017						Sep 12, 2017					
EUR	USD	EUR	USD	EUR	USD	USD	EUR	USD	EUR	USD	EUR
1	1.20	15	17.98	45	53.95	1	0.83	15	12.51	45	37.53
2	2.40	20	23.98	50	59.95	2	1.67	20	16.68	50	41.70
3	3.60	25	29.97	100	119.89	3	2.50	25	20.85	100	83.40
4	4.80	30	35.97	250	299.73	4	3.34	30	25.02	250	208.50
5	5.99	35	41.96	500	599.46	5	4.17	35	29.19	500	416.99
10	11.99	40	47.96	1,000	1,198.93	10	8.34	40	33.36	1,000	833.99



CAJA RURAL

(COPIA DE RECIBO)

AMEX

FRANCISCO MORALES

FRANCISCO

NUMERO: 118170786 TPV: 000201250

NUMERO: A00000025010801

AMERICAN EXPRESS

FRANCISCO JAMES

Cad: 04/18

Tran: 00030

Seq: 00

VENTA

Aut: 000030

Op: 01000

Resp: 00

Fecha: 13.09.17

Hora: 10:00

11,07 EUR

(COPIA DE RECIBO)



AMEX

RODRIGUEZ MEDIODIA

RODRIGUEZ

NUMERO: 049546906 TPV: 000235460

NUMERO: A00000025010801

AMERICAN EXPRESS

RODRIGUEZ JAMES

Cad: 04/18

Tran: 00029

Seq: 00

VENTA

Aut: 000074

Op: 01510

Resp: 00

Fecha: 10.09.17

Hora: 09:40

17,60 EUR