

**DATE:** 06/07/19

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:</b> (Required) Not our Organization address	[REDACTED]

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

<b>QI Letter:</b>	<p><u>Description and purpose/how it benefits the mission of the Organization:</u>  Transportation to and from the 17<sup>th</sup> Annual LEAD San Diego Visionary Awards reception.  <b><u>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.</u></b></p>
G	Signature

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

**AUTHORIZATION**

	Account	Fund	Dept ID	Class	Program	Project	Amount
<b>Funding Source:</b>	660090	96015	1082			81700	\$507.00
							\$
							\$

<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>	6/7/19
<b>Project Approving Authority Printed Name:</b>	Alicia Mondragon	<b>Ext.:</b>	4043
<b>Project Approving Authority Signature:</b>		<b>Date:</b>	6/7/19

**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:** Thursday, June 6, 2019 5:29 PM  
**To:** Alicia Mondragon  
**Subject:** Fwd: Payment Receipt [For Conf# 10790]

Sent from my iPhone

Begin forwarded message:

**From:** Mike Soski <mikesoski@destinosandiego.com>  
**Date:** June 6, 2019 at 4:43:47 PM PDT  
**To:** "vivigarcia@csusm.edu" <vivigarcia@csusm.edu>  
**Subject:** Fw: Payment Receipt [For Conf# 10790]

Hello Ms. Garcia,

Dr. Haynes & Mr. Mickelson have been dropped down @ the Marriott Marquis, and Elimar will retrieve them after the event.

Thank you,  
Mike

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**From:** Destino San Diego, LLC <mikesoski@destinosandiego.com>  
**Sent:** Thursday, June 6, 2019 4:40 PM  
**To:** Mike Soski  
**Subject:** Payment Receipt [For Conf# 10790]

**Personal Message:** Pick up today, Thurs., June 6, @ 1515 @ the residence, dropping @ the Marriott Marquis, Downtown San Diego.

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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 #10790

Transaction Date/Time: 06/06/2019 16:00

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**Method:** Amex \* [REDACTED]  
**Type:** AUTH\_CAPTURE  
**Transaction Amount:** \$186.00

**Reference/Trans. ID:** 61763590014  
**Passenger:** Dr. Karen Haynes  
**Trip Confirmation#** 10790  
**Trip Date & Time:** 06/06/2019 15:15  
**Routing Information:** **Pick-up Location:** Haynes Residence, [REDACTED]  
**Drop-off Location:** Marriott Marquis San Diego Marina, 333 W. Harbor Dr. San Diego, CA 92101 - Ph: (619) 234-1500

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<b>Charges &amp; Fees</b>	Flat Rate	\$155.00
	Std Grat 20.00%	\$31.00
	<b>Reservation Total:</b>	\$186.00
	<b>Payments/Deposits:</b>	\$186.00
	<b>Authorizations:</b>	\$0.00
	<b>Total Due:</b>	\$0.00

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## Alicia Mondragon

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**From:** Viviana Garcia  
**Sent:** Friday, June 7, 2019 7:56 AM  
**To:** Alicia Mondragon  
**Subject:** FW: Payment Receipt [For Conf# 10791]

**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:** Friday, June 7, 2019 2:25 AM  
**To:** Viviana Garcia <vivigarcia@csusm.edu>  
**Subject:** Fw: Payment Receipt [For Conf# 10791]

Receipt for last night's return....

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**From:** Destino San Diego, LLC <mikesoski@destinosandiego.com>  
**Sent:** Friday, June 7, 2019 2:21 AM  
**To:** Mike Soski  
**Subject:** Payment Receipt [For Conf# 10791]

**Personal Message:** Return trip scheduled for 2000, yesterday, Thurs., June 6. Dr. Haynes contacted Elimar about pick up time to extend the festivities (totally understandable!), so they were onboard about 2130. We charged an additional wait time of 1.5hrs @ \$90/hr for a total of \$321. Thank you, Elimar & 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 #10791

Transaction Date/Time: 06/07/2019  
02:13

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**Method:** Amex \*  
**Type:** AUTH\_CAPTURE  
**Transaction Amount:** \$321.00  
**Reference/Trans. ID:** 61763950374  
**Passenger:** Dr. Karen Haynes  
**Trip Confirmation#** 10791  
**Trip Date & Time:** 06/06/2019 20:00

**Routing Information:**

**Pick-up Location:** Marriott Marquis San Diego Marina, 333 W. Harbor Dr. San Diego, CA 92101 - Ph: (619) 234-1500

**Drop-off Location:** Haynes Residence, [REDACTED]

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**Charges & Fees**

Flat Rate	\$155.00
Per Hour 1.5 x 75.00	\$112.50
Std Grat 20.00%	\$53.50
<b>Reservation Total:</b>	\$321.00
<b>Payments/Deposits:</b>	\$321.00
<b>Authorizations:</b>	\$0.00
<b>Total Due:</b>	\$0.00

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