TRAVEL & BUSINESS EXPENSE REPORT

Date: 6/29/2016

Employee: Megan Smith

Expenses:
1. Travel Expenses
   - Date: 6/19/09
   - Amount: $241.14
   - Description: Airfare from JFK to Nairobi (Kenya) total cost = $1175.43 x 8 = $941.14

Other Expenses:
1. Hotel expenses
   - Date: 6/20/09
   - Amount: $941.14

Total Expenses:
- Amount: $941.14

Note: All expenses must be supported with receipts and approved by the supervisor.

Example:

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>65000</td>
<td>COLUM</td>
<td>$241.14</td>
</tr>
<tr>
<td>80000</td>
<td>COLUM</td>
<td>$941.14</td>
</tr>
<tr>
<td>80000</td>
<td>COLUM</td>
<td>$941.14</td>
</tr>
<tr>
<td>80000</td>
<td>COLUM</td>
<td>$941.14</td>
</tr>
</tbody>
</table>
Your Itinerary

2 messages

OrbitzTLC <travelercare@orbitz.com>
To: Megan Smith <megan.smith@gmail.com>

Sat, Feb 14, 2009 at 1:27 AM

This message has been sent from Orbitz.com

Nairobi 3/3/09
This trip includes flights.
Reservation Made: 02/13/09

Flight reservation

Orbitz record locator: AP110111:5250861
Airline record locator: American Airlines - NASVCE
Ticket number: 097593271389
Total flight cost: $1,176.48 USD

No highlighter used.

Traveler(s): MEGAN SMITH
Frequent flyer details: American Airlines American AAdvantage

Leaves Tuesday, March 3, 2009

American Airlines 104 Economy | Boeing 777 (777) | Dinner | 7hr 5min | 3458 miles
Depart: 6:50pm New York, NY New York John F Kennedy Intl (JFK)
Arrive: 9:55am London, United Kingdom London Heathrow (LHR)
Seat: 34B | Seat is confirmed view/change seats
Change planes. Time between flights: 3hr 10min

American Airlines 6653 Economy | Boeing 777 (777) | 8hr 30min | 4246 miles
Operated by: BRITISH AIRWAYS -- BA 65. Please check in with the operating carrier.
Depart: 10:06am London, United Kingdom London Heathrow (LHR)
Arrive: 1:06pm Nairobi, Kenya Nairobi Jomo Kenyatta Intl (NBO)
Your flight is confirmed. The airline is assigning seats at check-in choose seats
This is an overnight flight.
Total duration: 18hr 45min | Total miles: 7704 miles

Return Sunday, March 16, 2009

American Airlines 6654 Economy | Boeing 777 (777) | 8hr 60min | 4246 miles
Operated by: BRITISH AIRWAYS -- BA 64. Please check in with the operating carrier.
Depart: 11:05am Nairobi, Kenya Nairobi Jomo Kenyatta Intl (NBO)
Arrive: 4:05pm London, United Kingdom London Heathrow (LHR)
Your flight is confirmed. The airline is assigning seats at check-in choose seats
Change planes. Time between flights: 3hr 10min

American Airlines 116 Economy | Boeing 777 (777) | Breakfast | 7hr 50min | 3468 miles
Depart: 8:30am London, United Kingdom London Heathrow (LHR)
Arrive: 12:20pm New York, NY New York John F Kennedy Intl (JFK)

http://mail.google.com/mail/
Seat: 32H | Seat is confirmed view/change seats
This is an overnight flight.
Total duration: 10hr 50min | Total miles: 7704 miles

Additional flight information
The ticket type for this reservation is an e-ticket. No ticket will be mailed to you.

Important fare notes
This ticket is non-refundable.*
Changes to this ticket will incur change fees.
This is an international trip requiring special travel documentation for each traveler.
Please read the fare rules and ticket terms and conditions in My Stuff for more information.

Cost summary and billing information

<table>
<thead>
<tr>
<th>Flight cost summary</th>
<th>Billing information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare, MEGAN SMITH (Adult)</td>
<td>Card holder's Name: MEGAN SMITH</td>
</tr>
<tr>
<td>Total service fee:</td>
<td>Card type: Visa</td>
</tr>
<tr>
<td>Total trip cost: $1,176.43 USD</td>
<td>Card number: xxxxxxxxxx1234</td>
</tr>
</tbody>
</table>

Price Assurance: Get an automatic Price Assurance cash refund if another customer books the same flights at a lower price.
Citi Gold Advantage Card

Customer Services
1-800-746-4044

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Description</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/10</td>
<td>-100.00</td>
<td>Payments, Credits &amp; Adjustments</td>
<td></td>
</tr>
<tr>
<td>2/13</td>
<td>2/13 V11112222</td>
<td>Standard Punch</td>
<td></td>
</tr>
<tr>
<td>2/13</td>
<td>2/13 V11112222</td>
<td>Standard Punch</td>
<td></td>
</tr>
<tr>
<td>2/10</td>
<td></td>
<td>Payments, Credits &amp; Adjustments</td>
<td></td>
</tr>
</tbody>
</table>

Total: $1176.43

Cash when you need it! It's easier than ever to get cash up to your available credit limit. Deposit the attached check into your bank account, or use it like any personal check. The transaction fee is 3% of the amount of the cash advance with a minimum of $5.

*** American Airlines Advantage Credit Card Update ***

This month: 1,176

American Airlines Miles - Accumulated

Receive your account online anytime, anywhere. View your current and past statements, recent activity and balances. Pay your bill, enroll in paperless service and set up customized alerts. Do it all and more online - it's easy, secure and free! Sign on now at citicards.com

Account Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>Balance</th>
<th>Payment &amp; Advances</th>
<th>Charge &amp; Credits</th>
<th>New Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURCHASES</td>
<td>$5,412.33</td>
<td>$1,170.43</td>
<td>$100.00</td>
<td>$5,522.93</td>
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<tr>
<td>ADVANCES</td>
<td>50.00</td>
<td></td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$5,512.33</td>
<td>$1,170.43</td>
<td></td>
<td>$5,522.93</td>
</tr>
</tbody>
</table>

Rate Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>Rate</th>
<th>APR</th>
<th>PERCENTAGE RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURCHASES</td>
<td>8.63%</td>
<td>7.24%</td>
<td></td>
</tr>
<tr>
<td>ADVANCES</td>
<td>0.00%</td>
<td>10.00%</td>
<td></td>
</tr>
<tr>
<td>STANDARD PUNCH</td>
<td>0.00%</td>
<td>10.00%</td>
<td></td>
</tr>
<tr>
<td>STANDARD ADV</td>
<td>0.00%</td>
<td>10.00%</td>
<td></td>
</tr>
</tbody>
</table>

Visit: www.citicards.com

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Credit card statement shows name of person who paid will be reimbursed.