

Columbia University in the City of New York
Accounts Payable

DATE RECEIVED BY DEPARTMENT _____ VOUCHER # _____

Important: Use this form to report travel and all associated expenses from ONE TRIP (leave and return to NYC area, including multiple destinations) OR, for misc. business expenses and/or local transportation (within the tri-state area, where no overnight stay occurred).

Please check only one box - not both!
Then, enter dates in the boxes on the right (using format MM/DD/YY), according to the category box checked (Travel OR Business).

Travel Expenses >>>

Business Expenses >>>

FIRST DATE OF EXPENSE 3/3/09	TRAVEL END DATE YE 3/15/09	ARC Invoice Number for Travel Expenses <<<
FIRST DATE OF EXPENSE	TRAVEL END DATE PE	ARC Invoice Number for Business Expenses <<<

Please note: For TRAVEL EXPENSES the ARC Invoice Number format is TXXXXYY and refers to the return date to NYC or TRAVEL END DATE. For BUSINESS EXPENSES (including local transportation) the ARC Invoice Number format is PXXXXYY and refers to the LAST DATE OF EXPENSE (Period End date).

EMPLOYEE (PAYEE) NAME
Megan Smith

PAYEE'S HOME ADDRESS
123 Highbridge Rd.

CITY STATE ZIP
New York, NY 10004

PAYEE'S SIGNATURE
Megan Smith

DATE
4/15/09

DEPT. NAME / NUMBER
Turner Center for Social Enterprise

TRAVEL ADVANCE #
T

DEPARTURE & ARRIVAL POINTS
FROM TO
JFK NBO
NBO JFK

PERSONAL VEHICLE MILEAGE
OF MILES RATE AMOUNT

OVERALL BUSINESS PURPOSE (If applicable, attach flyer or form)
Pangea Travel - International development pro bono consulting project with ABC Microfinance Institute in Nairobi, Kenya

DEPARTMENT CONTACT
NAME B. Bellino (Uris 203)
PHONE X41080

EXPENSE NO.	DATE OF EXPENSE	BUSINESS PURPOSES	In the space below, describe each expense, including the business purpose. If your flight itinerary shows that you stayed in cities unrelated to your project, please provide a comparable direct flight itinerary from the Pangea Wiki. REMEMBER TO SIGN AS THE PAYEE ABOVE. International students need a W8 form + visa/passport.	UNSEGREGATED EXPENSES A	SEGREGATED EXPENSES B
1	3/3/09	Air fare from JFK to NBO (return); total cost = \$1176.43		\$900.00	[this cell blank]
			Please state total ticket price (USD) in description above. Show amount to be reimbursed (based on country reimbursement amount in the grid) in "Unsegregated Expenses A"		
			[Do NOT write foreign currency amounts that need to be converted into USD on this page. Use Daily or Avg_Rate worksheet to convert to USD and include Oanda.com print outs in your paperwork]		

Totals from Extra Page
Totals from Average Rate Currency Conversion Worksheet
Totals from Daily Rate Currency Conversion Worksheet

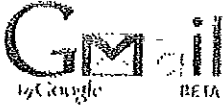
GL Unit	Account	Dept	POBU	Project	Activity	Initiative	Segment	Sub	AMOUNT	TOTAL EXPENSE (COLUMNS A&B)	\$900.00
COLUM	65305	5161109	GENRL		01	41218	00000000		\$900.00	LESS PREPAID EXPENSES	
COLUM										SUBTOTAL	\$900.00
COLUM										LESS TRAVEL ADVANCE	
COLUM										AMOUNT DUE UNIVERSITY	
COLUM										AMOUNT DUE EMPLOYEE	\$900.00

Your CBS email: msmith09@gsb.columbia.edu Your Columbia UNI: ms2809

Pangea Advisors reimbursement form. Have you:

- included a print out of your flight itinerary showing your name, all cities travelled to, and credit card used?
- if flight itinerary shows you stayed in cities unrelated to your project/didn't travel economy, provided a comparable direct economy flight itinerary? (check Pangea wiki)
- credit card statement(s) showing the flight charge, your/payee name, last 4 digits of your credit card number (first digits should be blacked out)? Screenshots are NOT acceptable.
- taped boarding passes (if available) to a blank sheet of paper?
- included client's name and location under the "Overall Business Purpose" above?
- signed and dated your paperwork? (e-signatures are NOT acceptable)
- International students only: provided a W8 form + visa/passport? W8 form: Q3 is your home country address; Q4 should match address listed above in the US.
- NOT used any staples?
- NOT used double-sided printing?
- NOT used any highlighter? (documents must be scannable)
- provided a summary paragraph describing organization mission and what you did?

IMPORTANT
1. If expenses are not in U.S. Dollars, you must use the Average Currency Conversion or Daily Exchange Rate worksheets.
2. You also must include the <http://www.oanda.com/currency/convert/> conversions for the dates of your travel and include printouts with your completed paperwork.



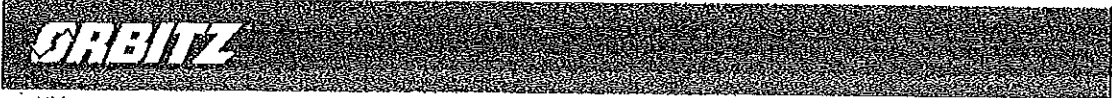
Megan Smith <megansmith@gmail.com>

Your Itinerary

2 messages

OrbitzTLC <travel@orbitz.com>
To: Megan Smith <megansmith@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: AP110101LSZ6031
 Airline record locator: American Airlines - NASVCE
 Ticket numbers: 0017558371389
 Total flight cost: \$1,178.43 USD

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

No highlighter used.

Traveler(s) Frequent flier details
 MEGAN SMITH American Airlines American AAdvantage

Leave Tuesday, March 3, 2009

one day before engagement with client.

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: 6:55am London, United Kingdom London Heathrow (LHR)
 Seat: 34B | Seat is confirmed view/change seats
 Change planes. Time between flights: 3hr 10min

American Airlines 6663 Economy | Boeing 777 (777) | 8hr 30min | 4246 miles
 Operated by: BRITISH AIRWAYS -- BA 65. Please check in with the operating carrier.

Depart: 10:05am London, United Kingdom London Heathrow (LHR)
 Arrive: 9:35pm 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

one day after the engagement ends.

American Airlines 6664 Economy | Boeing 777 (777) | 8hr 50min | 4246 miles
 Operated by: BRITISH AIRWAYS -- BA 64. Please check in with the operating carrier.

Depart: 11:30pm Nairobi, Kenya Nairobi Jomo Kenyatta Intl (NBO)
 Arrive: 6:20am 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 115 Economy | Boeing 777 (777) | Breakfast | 7hr 50min | 3458 miles
 Depart: 6:30am London, United Kingdom London Heathrow (LHR)
 Arrive: 12:20pm New York, NY New York John F Kennedy Intl (JFK)

*Cost **

Name listed

Flight Itinerary

Seat: 32H | Seat is confirmed [view/change seats](#)
This is an overnight flight.
Total duration: 19hr 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

Flight cost summary

Airfare, MEGAN Smith (Adult)	\$1,105.44
Total service fee:	\$10.99
Total trip cost	\$1,176.43 USD

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

Billing information

Card holder's Name:
MEGAN SMITH
Card type:
Visa
Card number:
xxxxxxxxxxxx1234

Proof of payment

Note: only person who paid can be reimbursed.

* Only provide credit card statement if Itinerary does not show who was charged and how (Visa)

(*) Credit card statement shows cost of ticket and matches itinerary eg ticket number, date, sometimes destination is shown

Citi® Gold A^{Advantage} Card

Advantage is a registered trademark of American Airlines, Inc.

Customer Service 1-800-768-CITI (2484)		Total Credit Line	Available Credit Line	Cash Advance Limit	Available Cash Limit	New Balance
DOX 0002		\$31100	\$24678	\$12600	\$12600	\$6521.21
STOUX FALLS, SD		Statement/ Closing Date	Amount Over Credit Line	Past Due	Purch Adv Minimum Due	Minimum Amount Due
3/11/7		02/18/2009	\$0.00 +	\$0.00 +	\$97.45	\$97.45
Stat Date	Post Date	Reference Number	Activity Since Last Statement		Amount	

ATTENTION: THE ATTACHED CHECK CANNOT BE USED UNTIL YOU CONFIRM THAT YOU HAVE RECEIVED IT. PLEASE CALL 1-800-852-7282 FROM THE U.S. AND CANADA.

	2/10		Payments, Credits & Adjustments CLICK-TO-PAY PAYMENT, THANK YOU		-100.00
2/13	2/13	YTRQ0530	Standard Purch	ORBITZ.COM IL	10.00
2/13	2/13	QD8WSJ60	AMERICAN AI 0017668371389	MAIKATO MN	1,166.43
	2/13		PURCHASES FINANCE CHARGE PERIODIC RATE		32.36

Total:
\$1176.43

Cash when you need it! It's easier than ever to get cash up to your available Cash Advance 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(R) MILES UPDATE ***
Advantage(R) Miles - Accumulated This month: 1,178
Advantage(R) Miles - American Airlines travel purchases this month: 0

Remember, you can manage your account online anytime, anywhere. View your current and past statements, recent activity and balances. Pay your bill, contact customer service and set up customized alerts. Do all this and more online - it's easy, secure and free! Sign on now at www.citicards.com

Account Summary	Previous Balance	(+) Purchases & Advances	(-) Payments & Credits	(+) FINANCE CHARGE	(=) New Balance
PURCHASES	\$5,412.33	\$1,178.43	\$100.00	\$32.45	\$6,521.21
ADVANCES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$5,412.33	\$1,178.43	\$100.00	\$32.45	\$6,521.21

Rate Summary	Balance Subject to Finance Charge	Periodic Rate	Nominal APR	ANNUAL PERCENTAGE RATE
PURCHASES	\$6,630.86	0.01084% (D)	7.240%	7.240%
Standard Purch	\$0.00	0.00417% (D)	19.980%	19.980%

SEND PAYMENTS TO: CITI CARDS, PO BOX 183003, COLUMBUS, OH 43218-3003
PLEASE PRINT PAYMENT INSTRUCTIONS ON REVERSE SIDE. PAYMENT MUST BE RECEIVED BY 5:00 PM LOCAL TIME ON 03/13/2009

Visit: www.citicards.com

455224

4271 382/ 986/ 646/

MAR 13 2009 \$6521.21 \$97.46

00 A 1 8R1040146
URGAN SMITH
123 Claremont Avenue
NEW YORK NY 10014-3682

CITI CARDS
PO BOX 183003
COLUMBUS, OH 43218-3063

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

Use this card to purchase goods and services. Do not use for cash advances. Minimum payment due is 2% of the balance or \$5.00, whichever is greater. See back of card for details.

Bellino, Bianca

From: Bellino, Bianca
Sent: Wednesday, October 17, 2018 4:21 PM
To: Bellino, Bianca
Subject: SAMPLE Client Proof of location and consultation dates

Hello Pangea consultants,

Thank you for your email.

The best dates for you to visit Kidogo is from December 15 to December 20th. Our headquarters are in Nairobi, Kenya. We will coordinate an itinerary for you to meet some of our clients and partners at that time.

Best regards,
Client

Paragraph Summary

Kidogo – Kenya: a social enterprise that improves access to high quality, affordable Early Childhood Care & Education in Nairobi's informal settlements. Students developed a sustainability strategy and business plan for Kidogo's additional business units, through the development of financial models and pitch decks that Kidogo will use going forward. Also, students brainstormed potential expansion ideas for Kidogo, as well as conducted financial and market analysis for the additional revenue streams proposed.

Francesca Sarrecchia '18, Bruna Suplicy '18, Philipp Renner '18