



BUSINESS OFFICE RESOURCES





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ACCOUNTS PAYABLE

Accounts payable runs checks once a week, on Thursday morning, and checks are normally mailed on Fridays. Check request and invoices need to be submitted to the Business Office by 1pm on Monday in order to be processed in the current week's check run. During holiday weeks or inclement weather, the check run schedule may be changed. The campus community will be notified in advance when the schedule is changed.


There is a 10-business-day turnaround on reimbursements and payment processing. Please allow at least 10 business days before contacting the office regarding the status of a payment.





LOST OR STOLEN CHECKS

If a Centenary College check is lost or has not been received, contact Business Office at (318) 869.5125 or business_office@cenenary.edu so that a stop payment can be placed on the check. Please allow at least two weeks from the check date before requesting a stop payment, unless there is reason to believe the check has been stolen or misappropriated. Please know the vendor name, check amount, and approximate date the payment request was sent, so that we may identify the check more readily.



METHODS TO SUBMIT A CHECK REQUEST/PAYMENT

- **By Mail:** Approved budget managers can sign, date, and write the FOAPAL on an invoice and/or check request. These documents can be sent to the Business Office through campus mail. A vendor number must be written on invoice or check request.
 -
- **By Email:** Approved budget managers can sign, date, and write the FOAPAL on the invoice and/or check request. These documents can be scanned and sent by PDF to business_office@centenary.edu. A vendor number must be on the invoice or check request.
 -
- **By Docusign:** Approved budget managers can submit an Accounts Payable check request and invoice using the Automatic check request through (See Frequently used forms on Business Office website). A vendor number must be on included on the docusign request.
 -
- **In Person:** Approved budget managers can sign, date, and write the FOAPAL on an invoice and/or check request. These documents can be dropped off at the Business Office counter. A vendor number must be written on invoice or check request.

WHAT IF A VENDOR IS NOT ON THE APPROVED VENDOR LIST?

If the vendor does not exist in Banner, Business Office will create a new vendor number using the information provided on the Vendor Request Form.

- The Vendor Request Form should be completed by an employee/requestor and should be approved by their Budget Manager with W-9 form attached for US vendors or form W-8BEN for foreign vendors. This form will ensure that the new vendor has a valid tax identification number and will also provide their legal name and business name if applicable along with their street address.

A vendor will not be created until a Vendor Request and W9 forms are received.

- The complete paperwork can be submitted using DocuSign or returned to the Business Office.
- Creation of or changes to vendor numbers related to remittance of payment are made by the Business Office.

SALE TAX STATUS?

Centenary College is a regionally accredited independent institution of higher education and a member in good standing with LAICU.

For purposes of the payment of state sales or use tax on the lease or rental or the purchase of tangible personal property or services, "person" shall not include a regionally accredited independent institution of higher education which is a member of the Louisiana Association of Independent Colleges and Universities, if such lease or rental or purchase is directly related to the educational mission of such institution. However, the term "person" shall include such institution for purposes of the payment of tax on sales by such institution if the sales are not otherwise exempt.

State Taxes	0%
Parish Taxes	4.6%

FREQUENTLY USED ACCOUNT NUMBERS

Centenary College of Louisiana Banner Chart of Accounts Commonly Used Expense Accounts

Account	Account Title	Description
	General Expenses	
71002	Advertising/Marketing/Recruiting	Advertising for the promotion of college activities and organizations. Job advertisements to seek out candidates to fulfill vacant job postings. (Greater than \$1,000 must be pre-approved by AVP Marketing and Communications)
71005	Dues/Membership	Payments made to organizations to become a member of or continue to be a member of an organization.
71009	Subscriptions	Subscriptions for periodicals, usually for an agreed number of issues.
71011	Flowers/Gifts	Flowers or gifts as a gesture of appreciation or sympathy.
71052	Food Purchases	Food purchased for campus events.
71204	Registration Fees	Registration fees paid to enroll in a training course or conference.
72202	Telephone - Long distance	Long distance phone calls billed back to the department by long distance code assignments.
72510	Contractual Services	Payment to a company or an individual who provides a professional service to college and is not an employee of the college.
75050	Awards	Prize or other form of award given in honor of an achievement.
	Supplies	
72819	Office Supplies	Supplies purchased for office use.
72818	Supplies - Other	All other supplies not defined by office supply related expenditures.
72821	Books/Materials	Books or materials used to advance career knowledge or enhance job skills.

FREQUENTLY USED ACCOUNT NUMBERS CONTINUED

**Centenary College of Louisiana
Banner Chart of Accounts
Commonly Used Expense Accounts**

Account	Account Title	Description
	Postage/Printing	
71007	Postage	Payments for stamps, envelopes, shipping charges or postage meter rental.
71102	Printing/Off Campus	Printing expenditures by an off campus vendor for use by college. (Greater than \$1,000 must be pre-approved by AVP for Marketing and Communications)
71103	Photocopying	Reproduction of a document, print, or other title. Includes billing of internal copy charges.
	Travel & Related Expenses	
71201	Lodging	Accommodation expenses for lodging while traveling away from home on behalf of the college..
71202	Meals	Expenses for meals while traveling away from home on behalf of the college or for local meals that are business-related.
71205	Travel	Transportation-related expenses incurred on behalf of the college. Travel expenses would include mileage reimbursement, rental vehicle expense, or fuel purchases.
71206	Entertainment	Expenses incurred to provide entertainment, amusement, or recreation while conducting business on behalf of the college.
	Equipment	
72824	Information Technology (Computer Tech	Computer peripherals such as a mouse or keyboard. (Greater than \$500 must be pre-approved by Director of IT).
72826	Non-Capital Equipment	Equipment that costs less than \$3,000.
72827	Non-Capital Furniture/Fixtures	Furniture/Fixtures that costs less than \$3,000.

PURCHASE ORDERS

- A Purchase Order (PO) should be used when ordering merchandise or services for which an invoice requiring payment will be sent to the College. It is the approval method for ordering the College has adopted. Orders placed without a purchase order do not have the approval or authorization of the College. Without an authorized purchase order, the College maintains the right to refuse payment for the order.

WHEN TO USE A PURCHASE ORDER

- A Purchase Requisition Form is to be used for all requests for the purchase of commodities and services from outside vendors.
 - Print legibly. Fill in all areas, including requisition date, requester's telephone number, account number, complete delivery address, authorized signatures and date delivery is needed.
 - Verify the Vendor has all necessary paperwork on file with the Business Office.
 - PLEASE NOTE: For purchases in excess of \$10,000 you may be required to request a quote from multiple vendors. ("Single Source" documentation should include information regarding unique performance factors, why these factors are required, other products researched, and why they are not acceptable substitutions).
 - All orders exceeding \$3000 must be approved by a Cabinet member.
 - All orders exceeding \$5,000 require additional approval by the Vice President for Finance and Administration.
 - All budget managers making purchases with federal funds will follow Federal regulations which require the College to seek bids for purchases of more than the simplified acquisition threshold (45CFR 74.40-74.48).

WHEN NOT TO USE A PURCHASE ORDER

- Purchases less than \$100 require an Expense Reimbursement Form or a Check Request Form.
 - When a vendor will not accept a purchase order and payment in advance is required, a Check Request will be used.
 - For renewal of annual memberships and subscriptions, use a Check Request.
 - For reimbursement of travel expenses, use an Expense Reimbursement Form.
 - Book purchases should be submitted to the Bookstore
 - Printing should be submitted to External Relations via the website.
 - Orders from Staples/Office Depot will use online ordering.
 - Capital equipment purchases, regardless of the amount, should go through the appropriate Cabinet member.
 - Computer and related items: all POs for computers, software and related items (printers, scanners, monitors, etc.) from all areas of the College must be processed through and approved by the Director of Information Technology Services (ITS).

HOW TO COMPLETE A PURCHASE ORDER

- Purchase Orders must be completed using DocuSign.
- Approved budget managers can submit a purchase order request and invoice using the Automatic Purchase Order through (See Frequently used forms on Business Office website). A vendor number must be included on the docuSign request.
- Click <https://apps.centenary.edu/forms/frequent>
- Login using your network password and email address
- Click Automated Purchase Order
- Purchase Order for Capital/Fixed Assets Purchases (If you are purchasing a Capital expense)
- Purchase Orders \$3,000.00 or LESS (If your purchase is less than \$3,000.00)
- Purchase Order MORE than \$3,000.00 (If your purchase is more than \$3,000.00)
- Purchase Order Blanket (For reoccurring purchases)

PowerForm Signer Information

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Requester (Person initiating the request)

Your Name: *

Enter your name here

Your Email: *

Enter your email here

Please provide information for any other
signers needed for this document.

Next Level Approver (Please fill in name and E-mail below)

Name:

Enter budget manager name here

Email:

Enter budget manager email here

IT Director (Please enter Director's name and E-mail if coordination is required)

Name:

Enter IT Director name here (Scott Merritt) if purchasing computer/software purchases

Email:

Enter IT Director email address here (Scott Merritt) if purchasing computer/software purchases

Fac Director (Please enter Director's name and E-mail if coordination is required)

Name:

Enter Facilities Director name here (Chris Sampite) if purchase related to facilities and maintenance

Email:

Enter Facilities Director email here (Chris Sampite) if purchase related to facilities and maintenance

PURCHASE ORDER FORM

P. O. NUMBER: _____
(Assigned by Business Office)

BANNER ID NUMBER: Enter vendor number here (See approved vendor list)

[The P.O. number must appear on all related correspondence, shipping papers, and invoices]

ENDOR NAME: Enter vendor name here

ADDRESS: Enter vendor address here

PHONE NUMBER: Enter vendor address here

FAX NUMBER: Enter vendor address here

Fiscal Year: Enter fiscal year here

DATE: Enter date here

BANNER FOAPAL: Enter FOAPAL purchase will be charged to here

DATE REQUIRED: Enter the date you need the purchase here

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
Enter quantity per item here	Enter the description of the items needed here	Enter cost per item here	Enter cost per item * quantity here
Enter quantity per item here	Enter the description of the items needed here	Enter cost per item here	Enter cost per item * quantity here
Enter quantity per item here	Enter the description of the items needed here	Enter cost per item here	Enter cost per item * quantity here
Enter quantity per item here	Enter the description of the items needed here	Enter cost per item here	Enter cost per item * quantity here
Enter quantity per item here	Enter the description of the items needed here	Enter cost per item here	Enter cost per item * quantity here
	Tax Exemption Certification-These items will be under the control of and for the sole use and benefit of Centenary College and are exempt from sales and use taxes according to Louisiana Department of Revenue, Sales & Use Tax Rule LA.RS 47:301(8)(b) and IRS Revenue Code 501(c)(3)		
Please be sure to include shipping and handling in your request		TOTAL	Total Cost

SHIP TO:
CENTENARY COLLEGE Enter on campus shipping Address Here

DEPARTMENT OF: Enter on campus shipping Department Here
2911 CENTENARY BLVD.
SHREVEPORT, LA 71104

PHONE NUMBER: Enter your campus phone number here

FAX NUMBER: Enter your campus fax number here

REQUESTOR NAME: Your name here

REQUESTOR SIGNATURE: Your signature here

CABINET APPROVAL: Your cabinet member signature here if over \$3,000
For Purchases Over \$3000 Date

BUSINESS OFFICE APPROVAL:
(Business Office Use) _____ Date

BILL TO:
CENTENARY COLLEGE Enter on campus billing address here

DEPARTMENT OF: Enter on campus billing address here
2911 CENTENARY BLVD.
SHREVEPORT, LA 71104

PHONE NUMBER: Enter your campus phone number here

FAX NUMBER: Enter your campus fax number here

APPROVER NAME: Budget Manager for the department you are charging

APPROVER SIGNATURE: Budget Manger signature

VPFA APPROVAL: Vice President for Finance and Administration if over \$5,000
For Purchases Over \$5000 Date

WHO IS APPROVED SUBMIT A CHECK REQUEST


- Accounts Payable processes all payments for goods and services. Centenary College's purchasing policy's objective is to enhance monitoring of expenditures of the college budget.
- **Expenses Under \$3,000:** Only approved budget managers are authorized to submit an invoice/check request for payment. All expenditures under \$3000, must be countersigned by the approved budget manager for the respective org code. All budget managers received a notice with the org code they are authorized to approve.
- **Expense Over \$3,000:** Expenditures over \$3,000, must be approved by the budget manager for the respective org and the cabinet member that oversees the department. All budget managers received a notice with the org code they are authorized to approve.
- An approved budget manager list is maintained in the Business Office. For additional information on your budget manager please contact the Business Office at business_office@centenary.edu

TYPES OF CHECK REQUESTS

- **Invoice:** An invoice is a document given to the buyer by the seller to collect payment. It includes the cost of the products purchased or services rendered to the buyer. Invoices can also serve as legal records, if they contain the names of the seller and client, description and price of goods or services, and the terms of payment.
- **Reimbursement:** Reimbursement is money paid to an employee or customer, or another party, as repayment for a business expense. Receipts need to be submitted to the Business Office within 30 Days of travel or purchase. See Reimbursement policy for details.
- **Advance:** An advance is money paid to an employee or student in advance of college business that will be applied toward expenses. Receipts need to be submitted to the Business Office within 30 Days of travel or purchase. See Cash Advance policy for details

HOW TO COMPLETE AN AUTOMATED CHECK REQUEST

Check requests be submitted using docuSign or delivered to the Business Office. If you are a budget manager you should have a docuSign account. If you do not have a docuSign account an automated check request can be found on the Business Office website at: <https://apps.centenary.edu/forms/frequent>

- Click <https://apps.centenary.edu/forms/frequent>
 - Login using your email address and password
 - Click Accounts Payable Check Request
- 

PowerForm Signer Information

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Requestor (Fill in your name and E-mail below)

Your Name: *

Enter Your Name Here

Your Email: *

Enter Your Email Address Here

Please provide information for any other
signers needed for this document.

Next Level Approver/Budget Manager (If you are the Budget Manager skip this role)

Name:

Enter Budget Manager Name Here

Email:

Enter Budget Manager Name Here

Cabinet Member (If request is more than \$3,000 or you are the Budget Manager)

Name:

Your cabinet member if purchase over \$3,000.00

Email:

Your cabinet member's email address if purchase is over \$3,000.00

VP Blue (Skip, if less than \$5,000)

Name:

Robert Blue, VPFA if purchase is over \$5,000.00

Email:

Robert Blue's email address if purchase is over \$5,000.00

BEGIN SIGNING

WHEN ARE CHECK PROCESSED

Accounts Payable runs checks once a week, on Thursday morning, and checks are normally mailed on Fridays. Check Request and Invoices need to be submitted to the Business Office by 1pm on Wednesday in order to be processed in the current week's check run. During holiday weeks or inclement weather, the check run schedule may be changed. The campus community will be notified in advance when the schedule is changed.

ALLOWABLE EXPENSES

Allowable Expenses

- Airfare/Rail
- One alcoholic drink per meal, or one bottle for three or more attendees
- Business Meals with External Business Community Members. (This will include local business meals.)
- Car Rental
- Car Service
- Checked Baggage Fees
- Conference Registration
- Flight Insurance (With Cabinet level approval)
- Gasoline or Mileage
- Gift Card (Considered Taxable Income for Recipient. Will be reported on 1099 or W-2)
- Hotel Reservation
- Membership Dues to Professional Organizations (Must be related to job duties)
- On or Off-Campus Lunches/Entertainment up to \$500 with only faculty, staff, and/or students present will be allowed. (Each divisional Vice President will have the authority to approve parties within the division, which contribute to the mission of the unit. This approval would allow for the purchase of small refreshments.)
- On-line Job Advertisements (Please contact Human Resources Department to place job advertisements with vendors.)
- Operational/Instructional Supplies and Equipment
- Parking
- Professional Subscription Services
- Restaurants and Food Marts (conducting business for Centenary College)
- Shuttles
- Taxi Cabs
- Tolls
- Webinars

DISALLOWABLE EXPENSES

Disallowable Reimbursements

- Disallowed College Purchases: The following list of disallowed charges is not meant to be comprehensive but should provide the user with guidance on the appropriateness of charges. Request for exceptions must be approved, in writing, by the Vice President for Finance and Administration prior to purchase.
- Personal Subscription
- Parking or Traffic Violations
- Airline Clubs
- Personal Entertainment – (movies, books, magazines, etc.)
- Childcare Expenses and Pet Boarding
- Conference Tours
- Fees involved by extending the trip for personal vacation
- Gift Cards (These should be processed as an advance. Considered Taxable Income for Recipient. Will be reported on 1099 or W-2)
- Lost or Stolen Property
- Contractual Services
- Tobacco Products
- Cash Advances
- Electronics (computers, laptops, iPads, tablets, printers, fax machines, copy machines, etc.) not authorized by IT Department. Employees are required to contact the IT department for approval before ordering directly. An approval from the IT Department must accompany receipt(s)
- Costs incurred by unreasonable failure to cancel transportation or hotel reservations;
- Fines
- Accident insurance premiums
- Membership in AAA or airline clubs (exception may be made upon department approval for those who do substantial travel on College business);
- Other personal expenses such as “pay per view” movies, health and grooming services or supplies; hotel mini-bars
- The portion of rental car, hotel or other travel expense unrelated to College business;
- Excessive tips (Excess of 20%)
- Excessive alcoholic beverage purchases. The general rule of thumb is the College will reimburse one drink per meal, per person. Alcoholic beverages should be submitted on a separate receipt.

EXAMPLES OF ACCEPTABLE RECEIPTS

- Restaurant receipts should include: (see Example 1)

- Name of restaurant
- Date
- Number and name of guests
- Itemized listing of food/beverages and price of each
- Total charges
- Amount paid

- *Not acceptable:*

- Customer copy of credit card receipt listing only amount
- Copies not legible or information cut off by copier
- Purchase of alcoholic beverages

- Store receipts should include: (see Examples 2 & 3)

- Name of store
- Date
- Itemized listing of purchases and price of each
- Total charges
- Amount paid

- *Not acceptable:*

- Customer copy of credit card receipt listing only amount
- Copies not legible or information cut off by copier
- Personal purchases cannot be reimbursed
- Purchase of alcoholic beverages

- Taxi receipts should include: (see Example 4)

- Name of taxi company/driver
- Date
- Destination from/to
- Amount including tip if applicable

- *Not acceptable:*

- Blank receipts

- Parking receipts should include: (see Example 5)

- Name of company
- Date and time in
- Date and time out
- Total charges
- Amount paid

- *Not acceptable:*

- Blank receipts

- Train receipts should include: (see Example 6)

- Name of railroad
- Date
- Number of tickets purchased
- Total charges
- Amount paid

- Hotel receipts should include: (see Example 7)

- Name of hotel and address
- Check in date
- Check out date
- Number of guests/rooms
- Room rate/taxes/fees per night's stay
- Total charges
- Amount paid

- *Not acceptable:*

- Customer copy of credit card receipt listing only amount
- Copies not legible or information cut off by copier

- Hotel/Airfare itinerary receipts should include: (see Examples 8 & 8a)

- Name of business and address
- Dates of travel
- Number of guests/rooms
- Room rate/taxes/fees per night's stay
- Names of all traveling if in group
- Total charges
- Amount paid

- *Not acceptable:*

- Customer copy of credit card receipt listing only amount
- Copies not legible or information cut off by copier

- Car rental receipts should include: (see Example 9)

- Name of business and address; contact information
- Dates of rental
- Type of vehicle rented
- Rates/taxes/service fees per vehicle
- Total charges
- Amount paid

- *Not acceptable:*

- Customer copy of credit card receipt listing only amount
- Copies not legible or information cut off by copier

Example 1 - Restaurant Receipt

Date: 8/16/05
 Red Rock Cafe
 Time: 1:45 pm
 880 420-1308
 Pickup
 Order #56
 Customer Name: Party Red
 Pickup \$21.20
 Pepperoni
 Sausage
 Hamburger
 Bacon
 Party Veggie \$25.45
 Party Red \$22.20
 Pepperoni
 2 Party Red \$38.40
 Garden Salad \$28.99
 Italian
 Ranch
 Extra Cheese
 Large Catering Menu
 Subtotal \$147.24
 Tax \$8.83
 Total \$156.07
 MasterCard
 Due \$156.07
 00:00
 Thank you. Come back again.

Example of *itemized*

- 1.
2. receipt
- 3.
- 4.

Business name
Date

Itemized listing
Total charges
and amount paid

Example 2 - Store Receipt - Credit Card Payment

WAL-MART
 ALWAYS LOW PRICES.
Always
 WE SELL FOR LESS
 MANAGER ROGER NOLL
 (860) 456 - 4399
 ST# 2022 OP# 00003641 TR# 15 TR# 05868
 COKE 004900000663 F 1.20 X
 CT DEPOSIT 007874235359 F 0.05 0
 SPRITE 004900000551 F 1.20 X
 CT DEPOSIT 007874235359 F 0.05 0
 NESTEA 008390000037 F 1.20 N
 VFBFLDINNER 004200035544 1.88 X
 CANDY 001420008453 F 1.77 X
 CANDY 001420008453 F 1.77 X
 GV 40CTPLATE 068113172769 0.94 X
 SUBTOTAL 10.06
 TAX 1 6.000 % 0.53
 TOTAL 10.59
 VISA TEND 10.59
 ACCOUNT [REDACTED]
 APPROVAL #274517
 TRANS ID -0084241845508527
 VALIDATION -9CCV
 PAYMENT SERVICE - E
 CHANGE DUE 0.00
ITEMS SOLD 9
 TC# 3778 9043 8278 4582 2899
 Get the Wal-Mart Credit Card.
 Call 1-877-969-3668 to apply.
 08/28/04 19:29:17
 CUSTOMER COPY

Example of acceptable store receipt.

1. Shows detail of items purchased
2. Total charges and amount paid

Example 3 - Store Receipt - Cash Payment

STAPLES
that was easy.

Low prices. Every item. Every day.
110% Price-Match. Guaranteed.
35 Talcottville Road
Vernon, CT 06066
(860) 870-4032

SALE 000572 1 006 45511
0109 01/12/05 11:18

QTY	SKU	OUR PRICE
1	125 CARD PETITE FI 071912670605	5.19
1	A-Z INDEX 11X8.5 R 072782113230	3.59
SUBTOTAL		8.78
Standard Tax 6.00%		0.53
TOTAL		\$9.31
Cash		20.00
Cash Change		10.69

TOTAL ITEMS 2

Compare and Save
with Staples-brand products.

THANK YOU FOR SHOPPING AT STAPLES !



01090112054551106

Example of *itemized* receipt showing payment by cash

Example 4 - Taxi Receipt

AMERICAN American United Taxicab Services
646 South Second St., Milwaukee, WI 53204
Phone: 414-220-5000

Date: 11/4/05 Amount: \$10.00

From: Valley Fields

To: Executive Inn

Driver: R 13 CAB # 215

1. Example of taxi receipt
 - 2.
 - 3.
 4. Business name
- Date
- Amount paid
- Destination

New Haven Parking Authority
Temple Street Garage

Rcpt# 39940
03/19/05 17:20 LA 7 AH 13 Txn#118096
03/17/05 09:25 In 03/19/05 17:20 Out
Tkt# 442866
Temple \$ 36.00
Total Fee \$ 36.00
CASH PAID \$ 36.00-
Cash Tender \$ 40.00
Change Due \$ 4.00

Thank You
Drive Safely

Example 5 - Parking Receipt

Example of Parking Receipt

- 1.
2. Business Name
3. Date and time in
4. Date and time out

Metro-North Railroad

Station # 232 NEW HAVEN
Sold Tickets Amount
RT Adult Pr/OP \$32.50
Total Amount \$32.50
Payment Credit/2283 \$32.50

Thank You for Riding
Metro North !
TSM ID # 600
Transaction # - 125745
Date / Time 05/26/05 09:02

Example 6 - Train Receipts

Example of train receipts

- 1.
2. Dates of travel
3. Number of tickets purchased

MVM RECEIPT

MIA NYC TRANSIT
47-50 ST ROCKEFELLER CTR
NEW YORK CITY NY

MVM #: 0092(N500 0402)

Thurs 26 May 05 12:38

Trans: Sale OK
Payment Mode: Cash
Amount: \$ 2.00

Card Value: \$ 2.00
Change Due: \$ 0.00

Type: 087
SingleRide

Questions?
Call (212) METROCARD

Example 8 - Travel Itinerary Receipt

This is example of an itinerary submitted for reimbursement for complete travel including airfare and hotel. The itinerary is submitted when E-tickets are used for travel.

Traveling, Inc.
 Norwalk, CT 06851 203-852-8100 Fax 203-852-9322 www.traveling-inc.com

SALES PERSON: MR ITINERARY/INVOICE NO. DATE: 01 NOV 0
 CUSTOMER NBR: 1234567890 PAGE: 01

TO:

Thank You!

FDR:

ORIGINAL INVOICE

20 DEC 04 - MONDAY
 AIR AMERICA WEST FLT:11 ECONOMY FOOD FOR PURCHASE
 LV NEW YORK JFK 780A EGP: AIRBUS A319
 DEPART: TERMINAL 7 05HR 40MIN
 AR PHOENIX 1040A NON-STOP
 ARRIVE: TERMINAL 4 REF: VC44BT
 SEAT-14A
 SEAT-14C

HOTEL PHOENIX
 DAYS INN OUT-22DEC
 DAYS INN TEMPE ASU 2 NIGHTS
 1221 E APACHE BLVD 1 ROOM
 TEMPE AZ 85281 RATE-53.10USD PER NIGHT
 FONE 480-966-7793 CANCEL BY 04P DAY OF ARRIVAL
 FAX 480-966-4450
 GUARANTEED LATE ARRIVAL
 CONFIRMATION

22 DEC 04 - WEDNESDAY
 AIR AMERICA WEST FLT:14 ECONOMY FOOD FOR PURCHASE
 LV PHOENIX 1256P EGP: AIRBUS A319
 DEPART: TERMINAL 4 04HR 33MIN
 AR NEW YORK JFK 729P NON-STOP
 ARRIVE: TERMINAL 7 REF: VC44BT
 SEAT-21D
 SEAT-21F

02 NOV 04 - TUESDAY
 OTHER NORWALK
 TRANSACTION FEE
 VOUCHER BILLED TO 40.00

OTHER NORWALK
 TRANSACTION FEE
 VOUCHER BILLED TO 40.00

CONTINUED ON PAGE 2

Example 8a - Continuation of Itinerary Receipt

This is continuation of itinerary showing amount due and credit card payment made.

Traveling, Inc.
 Norwalk, CT 06851 203-852-8100 Fax 203-852-9322 www.traveling-inc.com

SALES PERSON: MR ITINERARY/INVOICE NO. DATE: 01 NOV 0
 CUSTOMER NBR: 1234567890 PAGE: 02

TO:

Thank You!

FDR:

ORIGINAL INVOICE

AIR TICKET	BILLED TO	330.70
ELEC TKT		
AIR TICKET	BILLED TO	330.70
ELEC TKT		
	SUB TOTAL	741.40
	NET CC BILLING	741.40
	TOTAL AMOUNT DUE	0.00

...FAA REGULATIONS REQUIRE 1 1/2 HR CKIN AND A VALID PHOTO ID.
 ...TICKETS ARE NON REFUNDABLE AND SUBJECT TO CHANGE FEES
 ...THE HOTEL IS GUARANTEED ON THE CREDIT CARD AND YOU
 ...CAN PAY THEM DIRECTLY UPON ARRIVAL AND CHECKOUT
 ...THE DAYS INN HAS AN AIRPORT SHUTTLE
LOOK FOR THE COURTESY PHONE IN THE BAGGAGE CLAIM AREA
UPON ARRIVAL
 ...THESE ARE E TKTS
 ...YOUR AMERICA WEST E TKT NUMBERS ARE :

Example 9 - Car Rental Receipt

Alamo

Rental Agreement #: 405223477
 Invoice #: 40004230637

Rental Location
 NASHVILLE ARPT
 1 TERMINAL DRIVE
 NASHVILLE INTL ARPT
 NASHVILLE, TN 37217
 Phone: (615)275 1050

Return Location
 NASHVILLE ARPT

Actual 04-NOV-2004 10:30 PM
 Charged 04-NOV-2004 10:30 PM

07-NOV-2004 09:14 AM
 07-NOV-2004 06:14 AM

Vehicle # SM146299
 Model GRAND AM
 Class Driven ICAR
 Class Charged ICAR
 License # RD1154
 State/Province TENNESSEE
 M/Kms Driven 160
 M/Kms Out 3792
 M/Kms In 3952

Rate Info

Charges:

	No	Unit	Price/Unit	Amount
TIME & DISTANCE	3	Days	21.95	65.85 *
UNLIMITED MILES/KM - TIME & DIST		M/Kms		0.00 *
DISCOUNT - TIME & DIST 5.00%			65.85	-3.29 *
CDW / LDW	3	Days	9.99	29.97 *
YOUNG RENTER FEE	3	Days	25.00	75.00 *
CONCESSION RESCUE FEE 10.19 PCT			62.56	6.37 *
TN SURCHARGE 3 PCT			173.90	5.22 *
SALES TAX @9.250 %			143.93	13.31 *
Total Charges:			USD	192.43

Payments:

		AUTH	DATE	AUTH AMT	
Pre-payment	Visa	9459	031218	05-NOV-2004	192.43
					-192.43

Amount Due (Subject to Audit) USD 0.00
 Message * Taxable Items
 Customer service Number 1(800) 462-5266

Example of car rental receipt

1. Dates of Rental
2. Dates of Rental
3. Rental location
- Total charges