

### McHENRY COUNTY COLLEGE TRAVEL ADVANCEMENT/REIMBURSEMENT FORM

YOUR NAME	Linda Liddell	ACCOUNT NUMBER(S):	AMOUNT:	100% Cash Advance Request: <input type="checkbox"/> Yes <input type="checkbox"/> No
YOUR SUPERVISOR	Bob Tenuta	01-8050-501014-550200010 ODT	\$ 353.49	Weekend travel requires approval by your President's Cabinet Member - select one.
DIVISION/DEPT	Board of Trustees			<input type="checkbox"/> Clint Gabbard <input type="checkbox"/> Al Butler <input type="checkbox"/> Terri Berryman <input type="checkbox"/> Brock Fisher
TODAY'S DATE	5/10/2017			<input type="checkbox"/> Christina Haggerty <input type="checkbox"/> Chris Gray <input type="checkbox"/> Bob Tenuta
				Signature of PC Member & Date Approved:

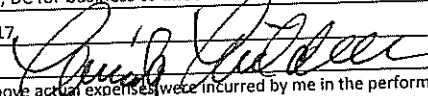
\* Attach printout of your MapQuest when calculating your mileage.


Date(s) of Travel	Departed from Arrived at	Departure Time & Arrival Time	As of Jan 1, 2017	Transportation	Lodging per day**	Meals require itemized receipts Meals per day**			Parking	Misc. Expenses	Daily Totals
			Miles Driven * x \$ 0.535			Amount in U.S. \$	Amount in U.S. \$	Breakfast			
02/13/17	Home, Crystal Lake, IL O'Hare Airport		\$0.00							Desc: \$	\$0.00
	O'Hare Airport Washington Reagan Airport	9:05 AM 11:50 AM	\$0.00	\$104.20		\$15.12	\$2.75	\$31.62		Desc: Baggage fee \$ 25.00	\$178.69
	Washington Reagan Airport 2647 Woodley Road, Washington, DC		\$0.00	\$31.97						Desc: \$	\$31.97
02/14/17	2647 Woodley Road, Washington, DC		\$0.00	\$41.58				\$30.29		Desc: \$	\$71.87
02/15/17	2647 Woodley Road, Washington, DC Washington Reagan Airport		\$0.00	\$70.96						Desc: \$	\$70.96
			\$0.00							Desc: \$	\$0.00
			\$0.00							Desc: \$	\$0.00
			\$0.00							Desc: \$	\$0.00
			\$0.00							Desc: \$	\$0.00
			\$0.00							Desc: \$	\$0.00
			\$0.00							Desc: \$	\$0.00
			\$0.00							Desc: \$	\$0.00
<b>Total Travel Expense:</b>										Total Travel	\$ 353.49
										Total Travel	\$ 353.49

**Purpose of Trip(s):** Attended the National Legislative Summit in Washington, DC. Limo to O'Hare and hotel paid by MCC.  
 Traveler left Washington, DC for business to another destination covered by her employer. Attending meetings on Captial Hill on February 14 & 15, 2017.

Use only on Reimbursement request - Less: Cash Advance

Total Due To / (Owed by) Trustee \$ 353.49

**Trustee's Signature:**  Date: \_\_\_\_\_  
 I hereby certify that the above actual expenses were incurred by me in the performance of my duties as an Trustee of McHenry County College, Crystal Lake, IL.

**Budget Officer/Supervisor's Signature:**  Date: 5/30/17

**Controller's Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

Rev'd 4/17/17

See MCC Travel Policies in myMCC > Resources > Policies and Procedures  
 Receipts must accompany the travel reimbursement form, if you do not have your detailed receipts you will not be reimbursed.  
 \*\* See Board Policy 2.15 for Maximum Reimbursable Rates.

1. Trustee is responsible to review and understand the travel procedure, and provide itemized receipts.
2. Reimbursement request must be submitted **within two weeks of the last travel date.**
3. Reimbursement will not be provided for expenses of a spouse, dependent or personal guest.
4. Handwritten or incomplete/inaccurate forms will be returned to Trustee/Supervisor.

**Your United reservation for Washington, DC, US (DCA - National) is processing**

1 message

United Airlines, Inc. <unitedairlines@united.com>  
To: lliddell08@gmail.com

Sat, Feb 4, 2017 at 7:56 PM

Add UnitedAirlines@news.united.com to your address book. [See instructions.](#)

Saturday, February 04, 2017

**Thank you for choosing United**



We're processing your reservation and will send you an eTicket Itinerary and Receipt email once completed. This process usually takes less than an hour, but in rare cases it could take longer. If you don't receive an eTicket Itinerary and Receipt email within 24 hours, please call the United Customer Contact Center

Confirmation number:

Chicago, IL, US (ORD - O'Hare)  
to Washington, DC, US (DCA - National)

[Manage reservation](#)

**Purchase summary**

1 Adult (18-64)	\$83.72
Taxes and fees	\$20.48
<b>Total</b>	<b>\$104.20</b>
Credit card payment: \$104.20	

**Trip summary**

Mon, Feb 13, 2017

UA 3623 Operated By REPUBLIC AIRLINES DBA UNITED EXPRESS

Nonstop

9:05 am

Chicago, IL, US (ORD - O'Hare)



11:59 am

Washington, DC, US (DCA - National)

Duration: 1h 54m  
United Economy (K)  
Snacks for Purchase

## Travelers

Linda Liddell

ORD to  
DCA

21C

Email address:  
Home phone:

**SAVE up to 40%**  
and  
**EARN up to 2,750 miles** on  
rentals of 1 or more days

**Hertz**

**Need a hotel?**  
Enjoy special hotel  
rates\*, exclusively  
for United flyers.

**UNITED Hotels**

[Quote this offer](#)

[See deals](#)

\*Subject to availability

## Economy Plus

Secure more legroom for  
your flight today.

[Learn More](#)

**MileagePlus Explorer**

**50,000  
Bonus Miles**

**Act now. Vacation sooner.** [Learn More](#)

## Additional trip planning tools

Baggage Policies: [View current baggage acceptance allowances.](#)

Passport and Visa Information: [International Travel Documentation requirements](#)

## Carry-on baggage allowed

United accepts the following items, per customer to be carried on the aircraft at no charge:

HOT DOG EXPRESS E5  
CHICAGO INTERNATIONAL AIRPORT

800000063 AMALIA

CHK 3358

FEB13'17 8:20AM GST 1

1 RTE SMD TURKEY 8.99  
1 SODA BTL M 3.19  
1 FRUIT BANANA 1.29

SUBTOTAL 13.47  
TAX 1.65  
AMOUNT PAID 15.12

VISA 15.12  
-800000063 Closed FEB13 08:20AM-

THANK YOU FOR YOUR BUSINESS!  
TELL US ABOUT YOUR EXPERIENCE

Your order number is: 335

**UNITED** 

**Baggage Receipt**  
Issue Date: 13 FEB 2017 ORD ATO

Baggage Document

0162601048579

Description

First Bag Fee

Qty

Fees

1

\$25.00

Ticket Number

0162334819799

Confirmation:

A STAR ALLIANCE MEMBER 

Method of Payment

Cardholder Name

LINDA HIRS LIODELL

Carrier

UA

Routing

ORD - DCA

**Total Baggage Fees: USD \$25.00**

Excess Baggage Terms and Conditions:

- All excess baggage is subject to space availability.
- Receipt for payment must be presented at bag check.
- For refunds or adjustments, see a United representative.

AGENT REFERENCE: 66 ESC BAG

Do not expose to excessive heat or direct sunlight.

STAPLE  
HERE

PRINTED IN U.S.A. BY METAL DALLAS, TX REV. 3/12 CS18344 Run 9/10

INSERT

& & 402 & &  
 \*\*\*\*\* CREDIT CARD VOUCHER \*\*\*\*\*  
 \*\*\*\*\*

MARRIOTT WARDMAN PARK  
 WASHINGTON, DC  
 \*\*\*\* FRESH BITES \*\*\*  
 13 FEB'17 3:44 PM

check: 2027  
 Table: 1/1  
 Server: 27203 ENGIDAWORK  
 Card Type:  
 Acct Num:  
 Auth Code: 013876  
 Customer: LINDA N.MRS

LIDDELL  
 \$2.75

Amount:

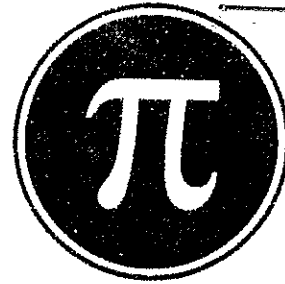
GRATUITY \_\_\_\_\_

TOTAL \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Thank you for choosing Fresh Bites  
 please leave signed copy  
 with your attendant

mbs.folio.com



PIZZERIA

Pi Pizzeria DC  
 910 F Street NW  
 Washington, DC 20004

Server: PM B  
 Check #250  
 02/14/17 10:41 PM  
 Table 20

Schlafly Kolsch Aie	\$6.25	
2 Schlafly 'Pi Common'	\$12.50	
Olives	\$4.95	
Small South Side Classico	\$18.95	
Change the Crust		
Thin Crust		

718.75  
 723.90

Subtotal	\$42.65	
Tax	\$4.26	
Total	\$46.91	

23.90  
 2.39  
 26.29

Credit Card Swiped

Time 11:35 PM

Authorization Approved  
 Approval Code 014704  
 Check ID  
 Payment ID HT8DWLsUm

4.00  
 tip  
 30.29

Amount: \$46.91

+ Tip: 15-

Total: \$61.91

X

*Linda N. Mrs Liddell*

LINDA N.MRS LIDDELL

Customer Copy

You've earned 42 points for this purchase.  
 Redeem them by signing up for our rewards  
 program.

-----  
 Email Address

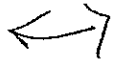
Pi Events: pi-pizza.com/events  
 @pipizzerias | t:@pi\_dc | f:Pi Pizzeria  
 STL | DC | CINCY | BETHESDA

& & & 405 & & &  
 \*\*\*\*\* CREDIT CARD VOUCHER \*\*\*\*\*  
 \*\*\*\*\*

MARRIOTT WARDMAN PARK  
 WASHINGTON, DC  
 \*\*\*\*\* LOBBY BAR \*\*\*  
 13 FEB'17 7:14 PM

Cl: 1194  
 Table: 50/1  
 Server: 27209 WOUBIT  
 Card Type:  
 Acct Num:  
 Auth Code: 013757  
 Customer: LINDA N.MRS

LTDDELL



Amount: \$36.30

& & & 405 & & &  
 MARRIOTT WARDMAN PARK  
 \*\*\*\*\* LOBBY BAR \*\*\*\*\*

27209 WOUBIT

CHK 1194 TBL 50/1  
 13 FEB'17 6:10 PM

1 CORONA LIGHT 8.00  
 GLASS  
 1 CHZ BOARD 12.00  
 1 BEEF MIGNON 13.00

Subtotal: \$33.00  
 Tax: \$3.30

7:14 PM  
 TOTAL DUE: \$36.30

33.00  
 - 8.00  
 -----  
 25.00  
 RR 2.50  
 -----  
 27.50  
 P 4.12  
 5%  
 -----  
 31.62

GRATUITY 9.00  
 TOTAL \$42.30

ROOM NUMBER \_\_\_\_\_

PRINT LAST NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

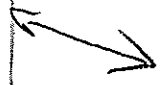
Parties of 6 or more  
 gratuity cluded.

LINES 111 111

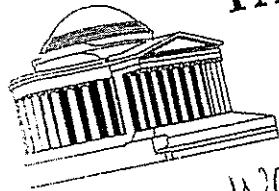
GRAND CAP  
 202 269-  
 SPECIAL 00076:12  
 DR

11.00  
 11.42  
 \$ 0.00  
 35.30

VISA  
 AUTH  
 MIT  
 EN  
 CI



# TAXI CAB RECEIPT



Time: 1:30 PM  
 Date: 2/13/17

Origin of trip: Washi DC AIP to  
 Destination: Hotel next to Marriott DC  
 Fare: \$31.97 Sign: [Signature]  
 Receipt attached

AC  
 F  
 REL  
 TH  
 DCI

CHARGE RECEIPT

UCC CAB  
202-269-1100  
CAB # G799  
DRIVER: 74839  
PLATE H90321

PASSENGER: 1  
TRX#: 160095318

APRV: 015516  
DUPLICATE  
START TIME  
02/15/17 10:29  
END TIME  
02/15/17 10:29

DIST: 4.70 MI  
FARE: \$ 17.56  
EXTRA: \$ 0.25  
TIPS: \$ 3.56  
TOTAL: \$ 21.37

THANK YOU  
DFHV  
855-484-4966

DRIVER  
CARD RECEIPT

MID: 00720000278336  
TID: C2890817-4  
DR. ID: 00074972  
CAB#: E326  
DATE: 02/14/2017  
ST. TIME: 14:16  
END TIME: 14:42  
PASS#: 1  
TRIP#: 1362  
DIST.: 6.22 mi  
RATE 1  
FARE: + 20.80  
EXTRA: \$ 1.00  
SURCH.: \$ 0.25  
TIP: \$ 4.41  
TOTAL: \$ 26.46

AUTH#: 014757  
ENTRY METHOD:  
CONTACT CHIP  
AID:  
A000000000001010  
APPL. NAME:  
Visa Credit  
ATC: 002C  
AP:

CHARGE RECEIPT

LUXURY CAR  
202-269-1100  
CAB # G095  
DRIVER: 7777  
PLATE H98

PASSENGERS: 1  
TRX#: 160095318

APRV: 015516  
DUPLICATE  
START TIME  
02/15/17 10:29  
END TIME  
02/15/17 10:25  
FARE: \$ 18.10  
EXTRA: \$ 0.25  
TIPS: \$ 4.19  
TOTAL: \$ 22.54

THANK YOU  
DFHV  
855-484-4966

CHARGE RECEIPT

WELCOME CAB  
202-269-1100  
CAB # G799  
DRIVER: 74839  
PLATE H90321

PASSENGERS: 1  
TRX#: 160095318

APRV: 015086  
DUPLICATE  
START TIME  
02/15/17 12:49  
END TIME  
02/15/17 13:12  
DIST: 4.70 MI  
FARE: \$ 17.56  
EXTRA: \$ 0.25  
TIPS: \$ 3.56  
TOTAL: \$ 21.37

THANK YOU  
DFHV  
855-484-4966

CHARGE RECEIPT

WELCOME CAB  
202-269-1100  
CAB # G799  
DRIVER: 74839  
PLATE H90321

PASSENGERS: 1  
TRX#: 160095524

APRV: 015086  
DUPLICATE  
START TIME  
02/15/17 13:14  
END TIME  
02/15/17 13:32  
DIST: 7.70 MI  
FARE: \$ 21.07  
EXTRA: \$ 0.25  
TIPS: \$ 5.33  
TOTAL: \$ 26.65

THANK YOU  
DFHV  
855-484-4966

www.caldwellconsulting.biz

Air- 104.70

Baggage 25.00

2/13 Breakfast 15.12

2/13 + 2/14 food bills have  
liquor itemized. Can we  
take DB?

2/13 taxi from ALP to hotel \$51.97

2/14 taxi from hotel to Capital Hill \$26.46  
Capital Hill to Hotel \$15.12

2/15 taxi from hotel to Capital \$22.94  
" from Capital to Hotel \$21.57  
Hotel to ALP \$26.65



Notes, Ideas & Next Steps: