



# Corporate Card Statement of Account

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Online Statements

[www.americanexpress.com/gopaperless](http://www.americanexpress.com/gopaperless)

Prepared For  
ALICIA HELFRICH  
UNIDOS US

Account Number  
XXXX-XXXXX0-11004

Closing Date  
12/28/24

Page 1 of 4

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	<b>Balance Due \$</b>
469.60	1,226.73	0.00	469.60	0.00	<b>1,226.73</b>

For important information regarding your account refer to page 2.

Please submit all outstanding expenses.

To manage your Account online or to pay your bill, please visit us at [corp.americanexpress.com](http://corp.americanexpress.com). For additional contact information, please see the reverse side of this page.

▼ Please fold on the perforation below, detach and return with your payment ▼

Do not staple or use paper clips

## Payment Coupon

Account Number 3794-113280-11004

ALICIA HELFRICH  
UNIDOS US  
1020 MONROE STREET  
WASHINGTON DC 20010-2079

**Amount Due**  
**\$1,226.73**

Payable upon receipt in U.S. Dollars.

Enter 15 digit account number on all payments.

Checks or drafts must be drawn against banks located in the U.S.

Mail Payment to:

See reverse side for instructions on how to update your address, phone number, or email.

AMERICAN EXPRESS  
PO BOX 96001  
LOS ANGELES CA 90096-8000  
|||||

0000379411328011004 000122673000122673 2&H

**Payments:** Your American Express® Corporate Card statement is payable in full upon receipt. Payments received after 5:00pm may not be credited until the next day. Payments must be sent to the payment address shown on your statement and must include the remittance coupon from your statement. Payments must be made in US currency, with a single draft or check drawn on a US bank and payable in US dollars or with a single negotiable instrument payable in US dollars and clearable through the US banking system, or through an electronic payment method clearable through the US banking system. Your Account number must be included on or with all payments. If payment does not conform to these requirements, crediting may be delayed and additional Charges may be imposed. If we accept payment made in a foreign currency, we will choose a conversion rate that is acceptable to us to convert your remittance into US currency, unless a particular rate is required by law. Please do not send post-dated checks. They will be deposited upon receipt. Our acceptance of any payment marked with a restrictive legend will not operate as an accord or satisfaction without our express prior written approval.

**Authorization for Electronic Debit:** We will process checks electronically, at first presentment and any re-presentments, by transmitting the amount of the check, routing number, account number and check serial number to your financial institution, unless the check is not processable electronically or a less costly process is available. By submitting a check for payment, you authorize us to initiate an electronic debit from your bank or asset account. When we process your check electronically, your payment may be debited to the bank or asset account as soon as the same day we receive your check, and you will not receive that cancelled check with your bank or asset account statement. If we cannot collect the funds electronically we may issue a draft against the bank or asset account for the amount of the check. If you currently send in an individual payment for expenses on the Corporate Card, please note that you are eligible to pay your bill online.

**Authorization for Electronic Payments:** By using Pay By Computer, Pay By Phone or any other electronic payment service of ours, you will be authorizing us to initiate an electron debit to the financial account you specify in the amount you request. Payments received after 5:00pm may not be credited until the next day.

**Transactions Made in Foreign Currencies:** If you incur a Charge in a foreign currency, it will be converted into US dollars on the date it is processed by us or our agents. Unless a particular rate is required by applicable law, we will choose a conversion rate that is acceptable to us for that date. Currently the conversion rate that we use for a Charge in a foreign currency is no greater than (a) the highest official conversion rate published by a government agency, or (b) the highest interbank conversion rate identified by us from customary banking sources, on the conversion date or the prior business day, **in each instance increased by 2.5%**. This conversion rate may differ from rates in effect on the date of your Charge. Charges converted by establishments (such as airlines) will be billed at the rates such establishments use.

**In Case of Errors or Questions About Your Bill:** If you think your bill is incorrect, or if you need more information about a transaction on your bill, please call 1-800-528-2122 or the number on the back of your Card. You can also write us on a separate sheet of paper at the Customer Service address noted to the right. Requests for refunds of credit balances (designated "CR") should be made by calling us at 1-800-528-2122 or the number on the back of your Card. Billing disputes can also be initiated online. This applies to Corporate Cards only, not Cards issued under the Corporate Defined Express Program.

**In Case of Errors or Questions About Electronic Transfers:** Please contact us by calling 1-800-IPAY-AXP for Pay By Phone, Pay By Computer issues and automatic payment issues.

**When Contacting Us Regarding Errors or Questions:** We must hear from you no later than 60 days after we send you the first bill on which the error or problem appeared. When contacting us, please give us the following information: 1. Your name and account number; 2. The dollar amount of the suspected error; 3. Describe why you believe there is an error. If you need more information, describe the item you are unsure about. You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.



**Manage your Card account online at:**  
americanexpress.com/  
checkyourbill



**For all further inquiries or to pay by phone,** please call the number on the back of your Card.

**If your Card has been lost or stolen,** please call 1-800-528-2122

**International Collect:**  
1-336-393-1111

**Hearing Impaired Services:**  
Dial Relay 711 and  
1-800-528-2122

**Large Print and Braille Statements:**  
1-800-528-2122



**Customer Service**  
P.O. Box 981531  
El Paso, TX  
79998-1531

**Payments**  
PO BOX 96001  
LOS ANGELES CA 90096-  
8000

## Change of Address, phone number, email

- Online at [www.americanexpress.com/updatecontactinfo](http://www.americanexpress.com/updatecontactinfo)
- Via Mobile device
- Voice automated: call the number on the back of your card
- For Name, Company Name, and Foreign Address or Phone changes, please call Customer Care

**Please do not add any written communication or address change on this stub.**



Prepared For  
**ALICIA HELFRICH**  
**UNIDOS US**

Account Number  
**XXXX-XXXXX0-11004**

Closing Date  
**12/28/24**

**Activity** Date reflects either transaction or posting date

Card Number	XXXX-XXXXX0-11004	Reference Code	Amount \$
12/18/24	CORPORATE REMITTANCE RECEIVED 12/18		-469.60
12/09/24	LA CASITA BLANCA SAN JUAN REF# 851332343449 787-463-5688 12/09/24 ROC NUMBER 8513323434498000	85133234344	97.48
12/09/24	UBER TRIP HTTPS://HELP.UBER.CA QDKG7BQ2 KGBCUCOZ 22202 12/09/24 ROC NUMBER QDKG7BQ2		23.61
12/10/24	TAYLOR GOURMET 06888 ARLINGTON VA 823002791 0000559575 22202 12/09/24 ROC NUMBER 823002791	82300279100	18.81
12/10/24	FU HOU SUSHI BAR FU MANATI REF# 000000004936 7874035946 12/09/24	00000000493	141.27
12/10/24	THE GROVE-WASHINGTON WASHINGTON DC 910261 910261 20001 12/09/24 RESTAURANT ROC NUMBER 910261 TAX \$0.65	91026100000	7.14
12/11/24	SJUZM - LDG - HP MAN MANATI FOL# 7423692 LODGING 12/10/24 ARRIVAL DATE DEPARTURE DATE 12/09/24 12/10/24 00 ROOM RATE \$100.00 ROC NUMBER 7423692		220.23
12/11/24	SJUXS - LDG - Hyatt San Juan PR FOL# 7423684 HYATT HOTELS 12/10/24 ARRIVAL DATE DEPARTURE DATE 12/10/24 12/11/24 00 ROC NUMBER 7423684	74236840000	296.63
12/11/24	BUDGET RENT A CAR CAROLINA R/A# 103819564 BUDGET RENT-A 12/10/24 BUDGET RENT A CAR LOCATION DATE/TIME RENTAL AGREEMENT CAROLINA 12/09/24 103819564 000000 RETURN TR# CAROLINA 12/10/24 HELFRICH,ALICIA	10381956400	244.74
12/11/24	SJUZM - FB - HP MANA MANATI REF# 00 7875875085 12/10/24		9.37
12/11/24	UBER TRIP HTTPS://HELP.UBER.CA 1459A1BW VGDAVKX3 00907 12/11/24 ROC NUMBER 1459A1BW		17.92
12/12/24	DOMINO PIZZA DOMINO CAROLINA REF# 000000000882 7877918500 12/11/24	00000000088	23.81
12/12/24	RED MANGO CONDADO RE SAN JUAN REF# 000000019701 7873982196 12/11/24	00000001970	12.67
12/12/24	SJU AIRPORT CONV STO CAROLINA REF# 851332343477 787-289-7240 12/11/24	85133234347	34.89
12/12/24	UBER TRIP HTTPS://HELP.UBER.CA 3HE8R4FF OC5J6CSE 00979 12/11/24 ROC NUMBER 3HE8R4FF		20.91
12/12/24	UBER TRIP HTTPS://HELP.UBER.CA JSAQFA0Y WNLA5QH3 20010 12/12/24 ROC NUMBER JSAQFA0Y		35.35

Continued on reverse

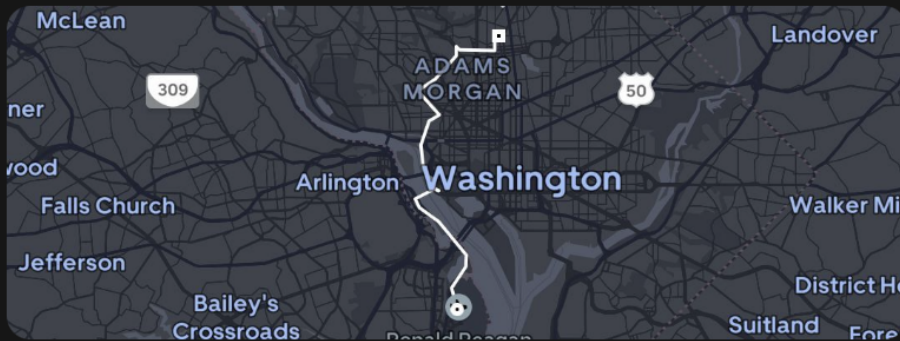
Prepared For  
ALICIA HELFRICH  
UNIDOS US

Account Number  
XXXX-XXXXX0-11004

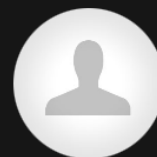
<b>Activity Continued</b>		Reference Code	<b>Amount \$</b>
12/19/24	ETOLLBGT U103819564 800-482-0159 REF# T182780211 800-482-0159 12/18/24 ETOLLBGT U103819564 ROC NUMBER T182780211		21.90
<b>Total for ALICIA HELFRICH</b>		New Charges/Other Debits Payments/Other Credits	1,226.73 -469.60



# Ride Details



## UberX reserve ride with ABDEL



Dec 11 9:01PM

\$35.35 - LDL2178

Receipt

Reserve

- 1 Aviation Cir, Arlington, VA 22202, US 9:15 PM
- 1020 Monroe St NW, Washington, DC 20010-2012, US 9:37 PM



No tip added

Add tip



Rated 5 ★

### View what your driver sees



After your ride, driver can't see your pickup or dropoff address details



## Help



### Find lost item

We can help you get in touch with your driver



Red Mango Condado  
Magdalena Mall  
San Juan PR 00907  
(787) 995-7033  
12/11/2024 15:06:20

Merchant #: 4549106828525  
Terminal Id: 30SI3809  
Cashier: Sandra  
Order #: 00081629  
Customer: Walk-In

Qty Product	Subtotal
1 MANGO BANANA	\$0.00
1 SMOOTHIE 24 OZ	\$8.95
1 FIJI BOTTLE 16	\$2.89

Subtotal: \$11.84  
StateTax 10.5%: \$0.00  
ReducedStateTax 6.0%: \$0.71  
MunicipalTax 1.0%: \$0.12

Tip: \_\_\_\_\_

Grand Total: \_\_\_\_\_

Total: \$12.67

Reference: 010735  
Invoice: 016853  
Trans ID: 34984748  
Batch: 000263  
Entry Mode: CHIP  
AMEX \*\*\*\*\*1004  
Auth: 844299  
Response: Approved  
Transaction Type: SALE  
Trace #: 019701

AP Label: AMERICAN EXPRESS  
AID: A000000025010801  
AC: 43A192BD0E91FAD6  
UN: 39E6C48B  
TVR: 0000008000 TSI: F800

CONTROL: 8UA82-HATKS  
ET

Processed by Evertec  
Gracias por su patrocinio

Customer Copy

## Missing Receipt Declaration - Snacks/Beverages

Date of Expense: 12/11/24

Vendor: SJU AIRPORT CONVENIENCE S

Amount: 34.89 USD

City: Carolina, PUERTO RICO

Business Reason: A2GJ One Stop Site Visit - Return Flight Water and Snacks

I certify that the detail and amount shown above was expended for business purposes. If charged to a grant or contract, I certify that the claimed expenses comply with the conditions of the grant or contract.

Alicia Helfrich

1/3/25

17:25 Greenwich Mean Time



# Ride Details



## UberX ride with VIVIAN



Dec 11 3:53PM

\$17.91 - JXB360

Receipt

- 615 Ave Fernandez Juncos Distrito de Convenciones, San Juan, PR 00907, US 3:56 PM
- Terminal A, Aeropuerto Internacional Luis Muñoz Marín (SJU), Carolina, PR 00979,... 4:18 PM



\$3.00 tip added

Add tip



Rated 5 ★

### View what your driver sees



After your ride, driver can't see your pickup or dropoff address details



## Help

Find lost item

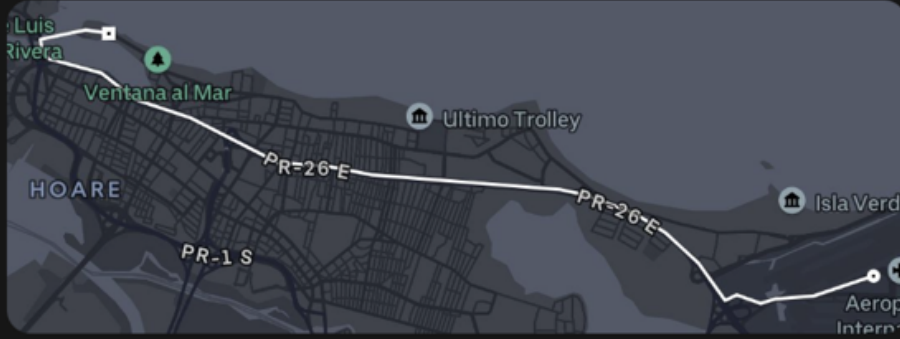


We can help you get in touch with





# Ride Details



## UberX ride with Dayanara



Dec 10 4:38PM  
\$17.92 - JTV877

Receipt

- Departures C & Avenida Aeropuerto, Carolina, PR 00979, US 4:45 PM
- 1005 Ashford Ave, San Juan, PR 00907, US 4:57 PM

No tip added Add tip

★ Rated 5 ★

View what your driver sees  
After your ride, driver can't see your pickup or dropoff address details >

## Help

Find lost item  
We can help you get in touch with >



HYATT house San Juan  
615 Ave Fernandez Juncos Distrito de  
Convenciones  
San Juan, PR 00907  
Phone: 787-977-5000  
Fax: 787-997-5380  
[hyatthousesanjuan.com](http://hyatthousesanjuan.com)

INVOICE

Payee Alicia Helfrich  
1020 Monroe Street Nw  
Apt 208  
Washington DC 20010  
United States

Room No. 0520  
Arrival 12-10-24  
Departure 12-11-24  
Page No. 1 of 1  
Folio Window 1  
Folio No. 173971

Confirmation No. 3425179301

Group Name

Date	Description	Charges	Credits
12-10-24	Deposit Transferred at C/I		296.63
12-10-24	Accommodation	230.00	
12-10-24	Destination Fee	36.80	
12-10-24	District Fee 2%	5.34	
12-10-24	Occupancy Tax	24.49	
<b>Total</b>		<b>296.63</b>	<b>296.63</b>

Guest Signature

**Balance**

0.00

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

WE HOPE YOU ENJOYED YOUR STAY WITH US!

Thank you for choosing HYATT house San Juan. Our goal is to provide every guest with an exceptional stay and we are interested in any comments regarding your visit. Please reach out to us at [hyatthousesanjuan.com](http://hyatthousesanjuan.com)

World of Hyatt Summary

No Membership to be credited

Join World of Hyatt today and start earning points for stays, dining and more. Visit [worldofhyatt.com](http://worldofhyatt.com)



Thank you for choosing to stay with Hyatt Hotels & Resorts

### Confirmation: 31255787

#### Hyatt Place Manatí

Hyatt Place Manatí, 122, PR-2 Manatí, Puerto Rico, 00674 United States

Tel: +1 787 854 1000

#### Reservation Summary

<b>Check-in</b>	Mon, Dec 9, 2024 04:00 PM	<b>Rate</b>	
<b>Checkout</b>	Tue, Dec 10, 2024 12:00 PM	<b>Total Cash Per Room*</b>	<b>\$220.24</b>
<b>Room</b>	(1) King Bed (with sofa bed)	Mon, Dec 9	\$169.58
<b>Guest</b>	1 Adult	<b>Subtotal</b>	\$169.58
<b>Guest Details</b>	ALICIA HELFRICH ALICIAHELFRICH16@GMAIL. COM 1020 Monroe Street Nw Apt 208 Washington, DC 20010 US +18596281218	<b>OCCUPANCY TAX</b>	\$21.83
		<b>DESTINATION FEE</b>	\$28.83
		<b>Taxes &amp; Fees</b>	\$50.66
<b>World of Hyatt #</b>	581856990L	*Changes in taxes or fees will affect the total price.	
<b>Payment Details</b>	American Express xxxx1004 11/2026		

#### Special Requests

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**Fu Hou Sushi Bar Rest**  
 Trigal Plaza  
 Manati, Puerto Rico 00674  
 (787) 854-2472

Server: Christian R Station: 3  
 Order #: 94468 Table: 11  
 ORDEN SALON

1 7 Up 3.75  
 1 agua 2.75  
 1 agua perrier 3.95  
 1 agua perrier 3.95  
 1 Spicy Roll 11.50  
 Tuna 19.50  
 1 Lo Mein Pollo 17.99  
 1 Boricua Roll 22.50  
 1 Singapore Noodles 20.50  
 1 Manati Roll 3.95  
 1 agua perrier

Bar Subtotal: 18.35  
 Food Subtotal: 91.99  
 Tax Municipal: 1.11  
 I.V.U.BEBIDA: 0.00  
 I.V.U.COMIDA: 6.63

**TOTAL: \$118.08**

Gratuity: \_\_\_\_\_  
 TOTAL DUE: \_\_\_\_\_

>> Ticket #: 28 <<  
 12/9/2024 7:23:56 PM

\*\*\*\*\*  
 Propina Sugerida No Incluida  
 15 % Propina =\$16.55  
 18 % Propina =\$19.86  
 21 % Propina =\$23.17  
 \*\*\*\*\*



FU HOU SUSHI BAR  
 CENTRO COMERCIAL TRIGAL PLAZA CARR 2  
 MANATI  
 DATE 20:23:55  
 BATCH 000239  
 TERMINAL ID \*\*\*7929  
 MERCHANT ID \*\*\*\*\*6125  
 HOST ATH1

**SALE**

AMEX \*\*\*\*\*1004  
 AUTH CODE 874130 INVOICE 005102  
 TRACE 004936

AMOUNT 1: \$ 0.00  
 AMOUNT 2: \$ 110.36  
 STATE TAX: \$ 0.00  
 REDUCED STATE TAX: \$ 6.62  
 MUNICIPAL TAX: \$ 1.10  
 SUBTOTAL: \$ 118.08  
 TIP: \$ 23.19  
**TOTAL: \$ 141.27**

CONTROL: EMMYN-P3SPW  
 ET

AMERICAN EXPRESS CONTACTLESS  
 AID:A000000025010801  
 AC:E0FB2CFB578BA5CA  
 UN:7CD18C71 TVR:0000008000 TSHF800

\*\*\* CUSTOMER COPY \*\*\*  
 Thank you for being our valued customer

# TAYLOR

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Taylor Gourmet  
Reagan National Airport  
703-417-2145  
www.cintl.com

3930571 Cristela

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Chk 2830                      Dec09'24 06:56A    Gst 0  
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## Dine In

1 Life Water 20oz	3.35
1 Johnson	13.75
XXXXXXXXXXXX1004	
Amex	18.81
Subtotal	17.10
Tax	1.71
Payment	18.81

**Thank You!!!**

Please Come Again

Questions or comments?

Please visit

[www.cintl.com/contact-us](http://www.cintl.com/contact-us)

Hyatt Place  
122 Carretera Pr-2  
Manati, PR, 00674  
Tel: +787 854 1000

SELECT GALLERY  
6201375 Betzaida

CHK 4423 TBL 1/1  
GST 1

12/10/2024 9:26 AM

1 Americano 12oz 4.00  
1 Blueberry Muffin 4.75

Food \$8.75

IVU Municipal 1% \$0.09

Reduced Tax 6% \$0.53

**Payment \$9.37**

**Change Due \$0.00**

Amex \$9.37

XXXXXXXXXXXX1004

----- Check Closed -----

12/10/2024 9:28 AM

Join World of Hyatt today  
and start earning points for  
stays, dining and more.  
Visit [worldofhyatt.com](http://worldofhyatt.com)  
\*Not point earning eligible  
#Not point redemption eligible

Trans. Date: Dec 10 2024 09:28:04 AM

----- PIDE TU RECIBO -----

CONTROL: 5VG5S-8CTS8

ST

processed by Softek

DUNKIN DONUTS #343818  
Washington Reagan Airport  
708-531-1694

12/9/2024

7:09

=====

22502 DCA

Check: 910251  
Server: Endale  
Terminal: 91  
Center Pier

=====

225 DCA  
1 Md Ice Latte 6.49  
DD DatMlkEspress\$

=====

Subtotal	6.49
Tax	0.65
Total	7.14

EMV Am. Express 7.14  
XXXXXXXXXXXX1004  
HELFRICH/ALICIA  
AMERICAN EXPRESS  
CVM: Signature  
Entry Mode: Chip  
Auth Mode: Issuer  
AID: A000000025010801  
TVR: 0000008000  
IAD: 0657010360A002  
TSI: F800  
ARC: 00

GRAND TOTAL 7.14

=====

T91 C96165 12/9/2024 07:10

=====

Center Pier

SAN JUAN, PR 00912  
7877265501

**ORDER: oficina**

Control ID: GMBHV-6274Q  
PR

Cashier: Luis Diffut  
09-Dec-2024 2:19:12P

Transaction **2100015**

1 Botella de Agua	\$2.95
1 Botella de Agua	\$2.95
1 arepas con bacalao (2)	\$16.95
1 Aguacate Camarones	\$26.95
1 Aguacate Camarones	\$26.95

**Subtotal** \$76.75

IVU MUNICIPAL 1% \$0.77  
Ivu Reduccion 6% \$4.61  
**Total Taxes** \$5.38

**Total** \$82.13  
**Tip** \$15.35

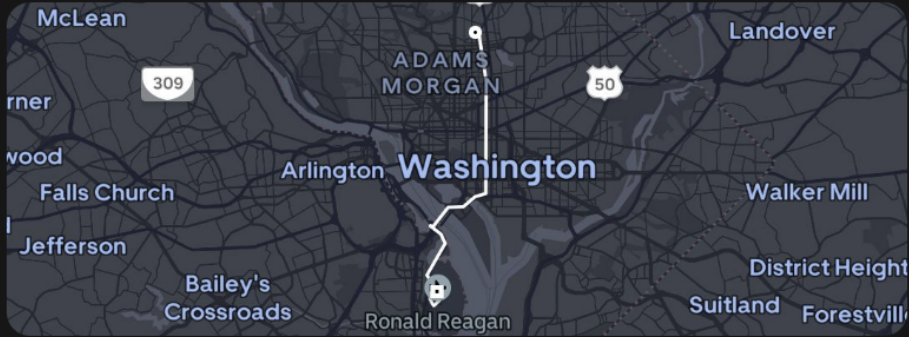
CREDIT CARD SALE \$97.48  
AMEX 1004

Retain this copy for statement  
validation

09-Dec-2024 3:06:21P  
\$97.48 | Method: EMV  
AMERICAN EXPRESS  
XXXXXXXXXXXX1004



# Ride Details



## UberX reserve ride with Assegid



Dec 9 6:15AM

\$23.61 - 1CR7408

Receipt

Reserve

- 1020 Monroe St NW, Washington, DC 20010-2012, US 6:13 AM
- 1 Aviation Cir, Arlington, VA 22202, US 6:30 AM

No tip added [Add tip](#)

★ Rated 5 ★

**View what your driver sees**  
After your ride, driver can't see your pickup or dropoff address details [>](#)

jetBlue

jetBlue  
vacationspaisly  
by jetBluepaisly  
by jetBlue

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## Congrats on booking your car!!!

You're earning **200 TrueBlue points and 1 tile**. (Pro tip: 10 tiles = your choice of a perk like early boarding or a free in-flight alcoholic drink).

We sent a confirmation email to [aliciahelfrich16@gmail.com](mailto:aliciahelfrich16@gmail.com). Please note, you will not be charged for this reservation until time of pickup. Want more confetti? [You got it!](#)

Your order details below.

P.S. Don't miss our curated [San Juan guide](#) packed with local tips.

Add car extras

Edit car booking

# View your trip

## Cover your ride.



Add a Loss Damage Waiver to your rental for no extra out-of-pocket costs or increases to your personal policy due to an accident.

Add coverage

## Hands-free (and worry-free) navigation.



Let GPS handle the calls and directions with hands-free voice guidance, so you can stay focused on the road ahead.

Add hands-free navigation

## Other great deals are waiting for you.



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- Earn tiles toward Mosaic status and Perks You Pick™.



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- Unlock exclusive hotels deals as a TrueBlue member or with a JetBlue flight.



### Travel bags with points.

- Lifetime Guarantee Briggs and R
- Free shipping



Book tours, theme park tickets & more.

Explore activities



Get our Hotel Price Match within 48 hours of booking.

Add a hotel stay



Earn TrueBlue

Get ready v  
bag

## Order details

### Budget confirmation number

13291078US3

Have this number ready at pick-up.

### TrueBlue number

2324867041

### Driver name

Alicia Helfrich

### Your vehicle



Budget

Compact SUV

Nissan Rouge or similar

Unlimited mileage

### Rate information

2-day base rate

\$123.48

Taxes & fees

\$54.60

Earn 200 TrueBlue points & 1 tile

**Total**

**\$178.08**

Pay rental agency at pick-up.





## Trip tips? Explore our San Juan guide.

We poured our heart into a one-of-a-kind San Juan guide. From must-know tips to local insights, it's your trusty companion to help you get the most out of your upcoming trip to San Juan. Happy travels!

[View travel guide](#)

## Car rental details

### Pick-up time

Mon, Dec 9th, 2024 At 1:00 PM

### Drop-off time

Tue, Dec 10th, 2024 At 7:00 PM

### Pick-up location

Luiz Munoz Marin Intl Airport SJU  
P O Box 37318  
San Juan, 00979, PUERTO RICO  
(1) 787-791-0600

### Drop-off location

Luiz Munoz Marin Intl Airport SJU  
P O Box 37318  
San Juan, 00979, PUERTO RICO  
(1) 787-791-0600

 Call [1-855-860-2583](tel:1-855-860-2583) if you have any questions about your order.

 [Resend your confirmation email](#) to yourself or share it with a friend.

 Got a change of plans? [Cancel your booking](#) online.

## Rules & Restrictions

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## Alicia Helfrich

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**From:** Luis Quinones  
**Sent:** Tuesday, December 3, 2024 11:53 AM  
**To:** Sandra Caraveo  
**Cc:** Alicia Helfrich; Adrean Vargas  
**Subject:** Re: Request for Approval: Car Rental for Site Visit to Manatí - A2GJ PR

Yes, I approve the rental of a car.

Thanks,

Luis

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**From:** Sandra Caraveo <scaraveo@unidosus.org>  
**Sent:** Monday, December 2, 2024 12:34:25 PM  
**To:** Luis Quinones <lquinones@unidosus.org>  
**Cc:** Alicia Helfrich <ahelfrich@unidosus.org>; Adrean Vargas <avargas@unidosus.org>  
**Subject:** Re: Request for Approval: Car Rental for Site Visit to Manatí - A2GJ PR

Bumping this up, [@Luis Quinones](#) can you approve, please? We are scheduled to leave next week.

Best,  
Sandra

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**From:** Sandra Caraveo  
**Sent:** Tuesday, November 19, 2024 1:58:44 PM  
**To:** Luis Quinones <lquinones@unidosus.org>  
**Cc:** Alicia Helfrich <ahelfrich@unidosus.org>; Adrean Vargas <avargas@unidosus.org>  
**Subject:** Request for Approval: Car Rental for Site Visit to Manatí - A2GJ PR

Hi Luis,

As part of our upcoming site visit to conduct sectoral surveys with One Stop I wanted to flag that the construction sectoral partnership meeting will take place in Manatí. We understand that the location is not easily accessible from San Juan via Uber or shuttle services. To ensure smooth transportation for the team, we'd like to request approval for a car rental through Alicia's AMEX for Monday night and Tuesday. After that we'll continue in San Juan for the aerospace meeting for Tues/Wed.

Please let me know if you need any additional information to process this request, attached are the invites for your review.

Thank you for your consideration!  
Sandra Caraveo

Sandra Caraveo (she/her) | Senior Program Manager | Workforce Development



T: 210-890-2483 | Direct: 915-497-1660 [Scaraveo@unidosus.org](mailto:Scaraveo@unidosus.org)

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