



**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  
**ESMERALDA LOPEZ**  
**UNIDOS US**

Account Number  
**XXXX-XXXXX3-72007**

Closing Date  
**07/28/24**

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

Card Number	XXXX-XXXXX3-72007	Reference Code	Amount \$
07/01/24	CORPORATE REMITTANCE RECEIVED 07/01		-319.96
07/17/24	CORPORATE REMITTANCE RECEIVED 07/17		-8,023.73
06/29/24	SHERATON CERRITOS 30 CERRITOS CA FOL# 00935837 SHERATON 06/29/24 ARRIVAL DATE DEPARTURE DATE 06/27/24 06/28/24 00 ROOM RATE \$199.00 ROC NUMBER 00935837	00935837000	4.38
06/29/24	SHERATON CERRITOS F& CERRITOS CA REF# 00097468 RESTAURANT 06/28/24 FOOD/BEVERAGE ROC NUMBER 00097468	00097468000	27.00
06/29/24	TST* ROMANO'S MACARO CERRITOS CA REF# y13ckeQ0I00 5629167722 06/28/24 RESTAURANTS ROC NUMBER y13ckeQ0I00		37.56
06/29/24	UBER TRIP HTTPS://HELP.UBER. CA PRHQV1A7 MF3QCNYK 95605 06/29/24 ROC NUMBER PRHQV1A7		35.96
06/29/24	UBER TRIP HTTPS://HELP.UBER. CA HKG65FW8 P23HFMVA 90703 06/29/24 ROC NUMBER HKG65FW8		74.95
06/29/24	UBER TRIP HTTPS://HELP.UBER. CA 87S3W6KH 5SDGYEJO 90045 06/29/24 ROC NUMBER 87S3W6KH		56.96
07/03/24	SOUTHWEST AIRLINES ( DALLAS TX TKT# 5262534937738 AIRLINE/AIR C 07/02/24 PASSENGER TICKET SIANEZ/STEVE SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES ( DALLAS TX FROM LOS ANGELES CA TO CARRIER CLASS LAS VEGAS NV WN E TO LOS ANGELES CA WN A TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00	79003682450	201.92

**Total for ESMERALDA LOPEZ**

New Charges/Other Debits 438.73  
 Payments/Other Credits -8,343.69





**Hi Steve,**

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

JULY 13 - JULY 17

LAX  LAS

Los Angeles to Las Vegas

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Confirmation # **3FU8Y8**

Confirmation date: 07/02/2024

**PASSENGER**

**Steve Sianez**

RAPID REWARDS #

[Join](#) or [Log in](#)

TICKET #

5262534937738

# Your itinerary

**Flight 1:** Saturday, 07/13/2024  
Est. Travel Time: **1h 15m**  
[Wanna Get Away®](#)

	DEPARTS	ARRIVES
FLIGHT # <b>0262</b>	<b>LAX</b> <b>05:35</b> PM Los Angeles	<b>LAS</b> <b>06:50</b> PM Las Vegas

**Flight 2:** Wednesday, 07/17/2024  
Est. Travel Time: **1h 20m**  
[Wanna Get Away®](#)

	DEPARTS	ARRIVES
FLIGHT # <b>5796</b>	<b>LAS</b> <b>04:10</b> PM Las Vegas	<b>LAX</b> <b>05:30</b> PM Los Angeles

# Payment information

## Total cost

### Air - **3FU8Y8**

Base Fare	\$	159.74
U.S. Transportation Tax	\$	11.98
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	10.00

## Total Cost

### Air - 3FU8Y8

Base Fare	\$	159.74
U.S. Transportation Tax	\$	11.98
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	10.00
U.S. Passenger Facility Chg	\$	9.00
<b>Total</b>	<b>\$</b>	<b>201.92</b>

## Payment

**Amer Express ending in 2007**

Date: July 2, 2024

**Payment Amount: \$201.92**

**Fare rules:** If you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket number : 5262534937738

# Missing Receipt Declaration - Hotel

Date of Expense: 6/29/24  
Vendor: SHERATON CERRITOS HOTEL  
Amount: 4.38 USD  
City: Cerritos, California

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.

Esmeralda Lopez  
10/3/24  
21:48 Greenwich Mean Time

Original receipt #2

June 28, 2024

Thanks for  
riding, Esme



**Total**

**\$74.95**

As a result of expenses associated with California's commercial auto insurance requirements, the Booking Fee has increased.

---

Trip fare	\$47.29
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<b>Subtotal</b>	<b>\$47.29</b>
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Booking Fee <a href="#">?</a>	\$26.77
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Access for All Fee <a href="#">?</a>	\$0.10
--------------------------------------	--------

# ← Receipt

Original receipt #2



Trip fare \$47.29

---

**Subtotal \$47.29**

Booking Fee  \$26.77

Access for All Fee  \$0.10

CA Driver Benefits  \$0.79

---

## Payments



**American Express \*\*\*\*2007**

**\$74.95**

6/29/24 1:00 AM

Receipt including tip

June 28, 2024

Thanks for  
tipping, Esme



**Total**

**\$56.96**

As a result of expenses associated with California's commercial auto insurance requirements, the Booking Fee has increased.

---

Trip fare	\$27.75
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<b>Subtotal</b>	<b>\$27.75</b>
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Booking Fee <a href="#">?</a>	\$19.32
-------------------------------	---------




CA Driver Benefits <a href="#">?</a>	\$0.79
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Auto for All <a href="#">?</a>	\$0.10
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Receipt including tip



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Subtotal	\$27.75
Booking Fee 	\$19.32
CA Driver Benefits 	\$0.79
Access for All Fee 	\$0.10
LAX Airport Surcharge	\$4.00
Tip	\$5.00

---

### Payments



American Express •••2007

\$56.96

6/28/24 10:37 PM

← Receipt

Receipt including tip

June 28, 2024

Thanks for  
tipping, Esme



**Total** **\$35.96**

Trip fare \$16.24

**Subtotal** **\$16.24**

Booking Fee ? \$10.27

SMF Airport Fee Surcharge \$2.50

CA Driver Benefits ? \$0.86

Access for All Fee ? \$0.10

Tip \$5.99



# Receipt

Receipt including tip



Trip fare	\$16.24
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<b>Subtotal</b>	<b>\$16.24</b>
-----------------	----------------

Booking Fee 	\$10.27
---	---------

SMF Airport Fee Surcharge	\$2.50
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CA Driver Benefits 	\$0.86
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Access for All Fee 	\$0.10
--	--------

Tip	\$5.99
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## Payments



American Express \*\*\*\*2007

\$35.96

6/28/24 11:10 PM

ROMANO'S  
*Macaroni*  
GRILL

Romano's Macaroni Grill  
12875 Towne Center Dr  
Cerritos, CA 90703  
526.916.7722

Server: Jasmine T

Check #14

Table 53

Guest Count: 1

Ordered:

6/28/24 3:16 PM

1 Create Your Own Pasta \$19.50

Capellini

Pomodoro

Shrimp

\$5.50

Broccoli

1 San Pellegrino

\$4.00

Subtotal

\$29.00

Tax

\$2.76

Total

\$31.76

Powered by Toast



Sheraton Cerritos  
Cornerstone Bar & Kitchen  
12725 Center Court DR  
Cerritos, CA 90703

(562) 809 1500  
904170010 Milkana S.

CHK 40270 GST 1  
6/28/2024 5:21 PM

1 Fish Tacos 15.00  
1 Soda 6.00

Subtotal \$21.00  
Sales Tax \$2.00

**Total Due \$23.00**

FOR ROOM CHARGES ONLY

GRATUITY \_\_\_\_\_

TOTAL \_\_\_\_\_

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

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

SIGNATURE \_\_\_\_\_

Thank you for dining with us!!!

