

Missing Receipt Declaration - Office Supplies

Date of Expense: 9/14/24
Vendor: DOCUSIGN
Amount: 319.80 USD
City: Seattle, Washington

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.

Jose Rodriguez

11/15/24

21:11 Greenwich Mean Time



Hi Jose Levinio,

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!

OCTOBER 28 - OCTOBER 30

SAT ✈ LGA

San Antonio to NYC (LaGuardia)

Confirmation # **28MTEA**

Confirmation date: 09/04/2024

PASSENGER Jose Levinio Rodriguez
RAPID REWARDS # 20231400193
TICKET # 5262556981098
EST. POINTS EARNED 2,026

Rapid Rewards points are only estimations. Cash + Points bookings will not earn Rapid Rewards points, tier qualifying points for A-List or A-List preferred status or Companion Pass qualifying points.

Your itinerary

Flight 1: Monday, 10/28/2024 Est. Travel Time: 5h 40m [Wanna Get Away®](#)

FLIGHT # 0559 DEPARTS SAT 06:45AM San Antonio ARRIVES MDW 09:20AM Chicago (Midway)

Stop: ✈ Change planes

FLIGHT # 3598 DEPARTS MDW 10:25AM Chicago (Midway) ARRIVES LGA 01:25PM NYC (LaGuardia)

Flight 2: Wednesday, 10/30/2024 Est. Travel Time: 6h 15m [Wanna Get Away®](#)

FLIGHT # 3676 DEPARTS LGA 10:25AM NYC (LaGuardia) ARRIVES DAL 01:10PM Dallas (Love)

Stop: ✈ Change planes

FLIGHT # 4163 DEPARTS DAL 02:30PM Dallas (Love) ARRIVES SAT 03:40PM San Antonio

Payment information

Total cost

| | |
|-----------------------------|------------------|
| Air - 28MTEA | |
| Base Fare | \$ 337.45 |
| U.S. Transportation Tax | \$ 25.31 |
| U.S. 9/11 Security Fee | \$ 11.20 |
| U.S. Flight Segment Tax | \$ 20.00 |
| U.S. Passenger Facility Chg | \$ 18.00 |
| Total | \$ 411.96 |

Payment

September 4, 2024
Payment Amount \$411.96
Amer Express ending in 1007



**Corporate Card
Statement of Account**

**Sign-up For
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Prepared For
**JOSE L. RODRIGUEZ
UNIDOS US**

Account Number
XXXX-XXXXX7-61007

Closing Date
09/28/24

Page 1 of 3

| Previous Balance \$ | New Charges \$ | Other Debits \$ | Payments \$ | Other Credits \$ | Balance Due \$ |
|---------------------|----------------|-----------------|-------------|------------------|-----------------------|
| 405.96 | 731.76 | 0.00 | 405.96 | 0.00 | 731.76 |

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. 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 3796-257757-61007

JOSE L. RODRIGUEZ
UNIDOS US
310 S SAINT MARYS ST
SAN ANTONIO TX 78205

Payable upon receipt in U.S. Dollars.
Enter 15 digit account number on all payments.
Amount Due \$731.76
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.

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0000379625775761007 000073176000073176 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

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Dial Relay 711 and
1-800-528-2122

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



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- 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
JOSE L. RODRIGUEZ
 UNIDOS US

Account Number
 XXXX-XXXXX7-61007

Closing Date
 09/28/24

Activity Date reflects either transaction or posting date

| Card Number XXXX-XXXXX7-61007 | | Reference Code | Amount \$ |
|------------------------------------|--|--------------------------|-----------|
| 09/16/24 | CORPORATE REMITTANCE RECEIVED 09/16 | | -405.96 |
| 09/05/24 | SOUTHWEST AIRLINES (DALLAS TX TKT# 5262556981098 AIRLINE/AIR C 09/04/24 PASSENGER TICKET RODRIGUEZ/JOSE LEVINIO SOUTHWEST AIRLINES (MAS SOUTHWEST AIRLINES (DALLAS TX FROM SAN ANTONIO TX TO CARRIER CLASS MIDWAY ARPT IL WN A TO LAGUARDIA INTL A/P WN A TO DALLAS TX WN F TO SAN ANTONIO TX WN F | 79003731790 | 411.96 |
| 09/14/24 | DOCUSIGN INC. WILMINGTON DE REF# P-28207727 DIGITAL GOODS: 09/14/24 | | 319.80 |
| Total for JOSE L. RODRIGUEZ | | New Charges/Other Debits | 731.76 |
| | | Payments/Other Credits | -405.96 |

