

EL CUBANITO BBQ  
10651 NW 132nd ST,  
Hialeah Gardens, FL 33018  
(305) 825-8044

Tiquete #124063  
Fecha: 2/19/2025 9:20:24 AM  
Estación: 1  
Empleado: CARINA TORREZ  
Orden #124063

Cliente: muchavc

Qty	Item	
6	TEQUENOS DE GUAYABA CON QUESO	10.50
6	CROQUETA JAMON	7.50
6	CROQUETA DE CHORIZO	7.50
6	CROQUETA BACALAO	7.50
3	COLADA	6.00

Subtotal: 39.00  
Total: 39.00

TO GO TO GO TO GO

Thank You!

\*\*\* Reimpresión 2/19/2025 9:34:46 AM \*\*\*

EL CUBANITO BBQ &  
RESTAU

10651 NORTHWEST 132ND ST  
HIALEAH, FL 33018  
3058258044

Cajero: ROR OTERO  
19-feb.-2025 9:33:53a.m.

Transacción 509750

1 Venta		\$40.56
<b>Subtotal</b>		<b>\$40.56</b>
Sales Tax	8%	\$3.24

**Total** **\$43.80**

AUT: CRÉDITO \$43.80  
AMEX 1000

Propina

10  
53.80

Total

Conserve esta copia para futura referencia

19-feb.-2025 9:33:57a.m.  
\$43.80 | Método: SIN CONTACTO  
AMERICAN EXPRESS  
XXXXXXXXXXXX1000  
ID de referencia: 505000889448  
ID de autorización: 855958  
MID: \*\*\*\*\*8882  
AID: A000000025010801  
AthNtwkNm: AMEX  
FIRMA

.....  
How are we doing?  
Text "d2cxww" to 73752  
to send us your feedback  
.....

En línea: <https://clover.com/p/DGBDY0QCYDS38>

Pedido 9W95YGT002CEY  
Pago DGBDY0QCYDS38

Clover Privacy Policy  
<https://clover.com/privacy>



# Corporate Card Statement of Account

**Sign-up For  
Online Statements**

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

Prepared For  
INDIRA Z NAVAS  
UNIDOS US

Account Number  
XXXX-XXXXX5-91000

Closing Date  
02/28/25

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	<b>Balance Due \$</b>
25.05	1,451.30	0.00	25.05	0.00	<b>1,451.30</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 3794-306385-91000

INDIRA Z NAVAS  
UNIDOS US  
14158 SW 149 CT  
MIAMI FL 33196

**Amount Due  
\$1,451.30**

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  
|||||

0000379430638591000 000145130000145130 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  
**INDIRA Z NAVAS**  
**UNIDOS US**

Account Number  
**XXXX-XXXXX5-91000**

Closing Date  
**02/28/25**

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

<b>Card Number XXXX-XXXXX5-91000</b>		Reference Code	<b>Amount \$</b>
02/14/25	CORPORATE REMITTANCE RECEIVED 02/14		-25.05
01/29/25	AK CONFERENCE REGIST TALLAHASSEE FL REF# 90258140 850-523-4200 01/28/25 CONTRIBUTIONS/DONAT ROC NUMBER 90258140	90258140000	70.00
02/05/25	MDC WEB STUDENT MIAMI FL REF# 84168115 305-237-1287 02/04/25 MDC WEB STUDENT ROC NUMBER 84168115	84168115000	225.00
02/06/25	The Management Cente WASHINGTON DC REF# TMC-59720 2025597475 02/05/25 CHARITABLE/SOCIAL SVC. ORG. ROC NUMBER TMC-59720		1,102.50
02/19/25	EL CUBANITO BBQ & RE HIALEAH FL REF# 05800035 305-825-8044 02/19/25 FOOD/BEVERAGE ROC NUMBER 05800035	05800035000	53.80
<b>Total for INDIRA Z NAVAS</b>		New Charges/Other Debits Payments/Other Credits	1,451.30 -25.05



# RECEIPT

Indira Navas  
Phone: 7865976709  
14158 SW a149 ct  
Miami  
FL  
33196  
United States

**Invoice Date**  
05 Feb 2025

**Invoice Number**  
TMC-59720

The  
**Management  
Center** Turning good intentions  
into great results

The Management Center  
1802 Vernon Street NW PMB2308  
Washington  
DC  
20009  
Phone: 202-559-7475  
Email: admin@managementcenter.org

Description	Quantity	Unit Price	Amount USD
Working for Change (WFC-014), 24-Mar-2025 1:00 PM, Indira Navas (Inavas@unidosus.org)	1.00	475.00	475.00
Managing Up and Sideways (MANAUP-004), 26-Mar-2025 1:00 PM, Indira Navas (Inavas@unidosus.org)	1.00	250.00	250.00
Driving Impact with SMARTIE Goals (GOALS-017), 17-Apr-2025 1:00 PM, Indira Navas (Inavas@unidosus.org)	1.00	250.00	250.00
Planning Projects (PROJECTS-013), 6-May-2025 10:00 AM, Indira Navas (Inavas@unidosus.org)	1.00	250.00	250.00
Package Discount	1.00	0.00	(122.50)
		Subtotal	1,102.50
		Invoice Total USD	1,102.50
		Total Net Payments USD	1,102.50
		<b>Amount Due USD</b>	<b>0.00</b>

## Professional Development Fund Request Form

### USER INSTRUCTIONS

**Form Purpose:** Use this form to request approval for professional development activities.

**How to Complete this Form:** Fill out this form, to include manager and component VP signature and submit to HR.

**Deadline:** This form must be received and approved at least one month in advance of the professional development activity.

**Upon Completion of Activity:** Submit Certification of Completion or another related document to HR to include in personnel file.

### EMPLOYEE INFORMATION

Name: Indira Navas

Date: 03/04/2025

### PROFESSIONAL DEVELOPMENT PLAN DETAILS:

Name of training/workshop/conference: \_\_\_\_\_

Training/workshop/conference Provider: Manage Successful Projects for Staff Training (Driving Impact with SMARTIE Goals, Managing Up and Sideways, Planning Projects)

Date(s): Working for Change (WFC-014), 24-Mar-2025, Managing Up and Sideways (MANAUP-004), 26-Mar-2025, Driving Impact with SMARTIE Goals (GOALS-017), 17-Apr-2025, Planning Projects (PROJECTS-013), 6-May-2025

Location: Online

### Provide details describing objectives, topics, and content that should be covered during this activity.

To be empowers staff to get great results and build strong relationships by giving/receiving feedback, clarifying expectations, and managing time, create strategies to move work forward, learn how to create project plan, anticipate risks, assign roles, and hold effective project meeting

### Explain briefly what you intend to learn or gain (personally and/or professionally) from attending this activity.

By attending this activity, I aim to enhance my ability to create meaningful change in my workplace and beyond. I want to develop stronger collaboration skills by effectively managing relationships with colleagues at different levels through "Managing Up and Sideways." Additionally, I seek to improve my goal-setting strategies using the "Driving Impact with SMARTIE Goals" framework, ensuring my objectives are specific, measurable, achievable, relevant, time-bound, inclusive, and equitable. Lastly, "Planning Projects" will help me refine my organizational and strategic thinking skills, allowing me to execute initiatives more efficiently. Overall, this activity will equip me with valuable leadership and project management tools to drive positive impact.

**How does this training/development relate to your primary role at UnidosUS?**

This training directly aligns with my role at UnidosUS by enhancing my ability to drive meaningful change, collaborate effectively, and implement strategic initiatives that support the organization's mission. "Working for Change" will strengthen my advocacy and leadership skills, "Managing Up and Sideways" will improve my ability to build strong relationships with colleagues, supervisors, and partners, fostering collaboration across different levels. "Driving Impact with SMARTIE Goals" will ensure that I set and execute inclusive, measurable, and strategic objectives that align with UnidosUS's goals.

**(Managers only) How will your attendance at this activity benefit the staff you supervise or the people you work with?**

**PROJECTED EXPENDITURE:**

Registration cost: \$1102.50  
\_\_\_\_\_

**APPROVAL:**

Employee signature: Indira Navas Date: 03/04/2025

Manager signature: JPA Nord Date: 3/14/2025

VP signature: Carmen M. Felici Date: 7-7-25

HR signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note:** The Professional Development Fund is subject to annual company budgets established for external trainings and memberships. Expenses up to \$1000 per fiscal year approved by your manager/VP will be covered by HR (CC 1811-10)

# RECEIPT

Indira Navas  
Phone: 7865976709  
14158 SW a149 ct  
Miami  
FL  
33196  
United States

**Invoice Date**  
05 Feb 2025

**Invoice Number**  
TMC-59720

The  
**Management  
Center** Turning good intentions  
into great results

The Management Center  
1802 Vernon Street NW PMB2308  
Washington  
DC  
20009  
Phone: 202-559-7475  
Email: admin@managementcenter.org

Description	Quantity	Unit Price	Amount USD
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Planning Projects (PROJECTS-013), 6-May-2025 10:00 AM, Indira Navas (Inavas@unidosus.org)	1.00	250.00	250.00
Package Discount	1.00	0.00	(122.50)
		Subtotal	1,102.50
		Invoice Total USD	1,102.50
		Total Net Payments USD	1,102.50
		<b>Amount Due USD</b>	<b>0.00</b>

**RECEIPT**

**Indira Z Navas**  
**Student Number:** X114436

Transaction Basket: 154736  
Date: 04/Feb/2025 11:58 AM

Page 1 of 1

School ID:

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**SELECTED ITEMS:**

Refer to Account Activity page for payment details

**Course Enrollments**

<b>1332-001</b>	Microsoft Excel - Level 1 (West Campus)	Tuition Fee	\$ 225.00
		Sub-total:	\$ 225.00
		TOTAL:	\$ 225.00

Course Schedule: Wed 6:00PM - 9:00PM Feb/12/2025 - Mar/19/2025

TOTAL SELECTED: \$ 225.00

**ACCOUNT ACTIVITY:**

**Current Payment / (Refund)**

American Express 1000 \$ 225.00

Total Current Payment / (Refund): \$ 225.00

TOTAL PAYMENTS / (REFUNDS): \$ 225.00

Indira Z Navas  
14158 SW a149 ct  
Miami, FL 33196

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### EMPLOYEE INFORMATION

Name: Indira Navas

Date: 02/04/2025

### PROFESSIONAL DEVELOPMENT PLAN DETAILS:

Name of training/workshop/conference: Excel Course Level 1

Training/workshop/conference Provider: Miami Dade College

Date(s): Feb/12/2025 - Mar/19/2025

Location: 11011 SW 104 Street Miami, FL, 33176

**Provide details describing objectives, topics, and content that should be covered during this activity.**

This course will provide me with how to create spreadsheets, formulas, format values and ranges, draw functions, sort data, create and use templates, and work with charts.  
This course corresponds to MS Excel Office Specialist exam, latest version of the software available

**Explain briefly what you intend to learn or gain (personally and/or professionally) from attending this activity.**

By Attending this Excel course, I aim to enhance my data management and analysis skills, allowing me to work more efficiently with spreadsheets, reports, and performance tracking

**How does this training/development relate to your primary role at UnidosUS?**

As a Florida Strategist at UnidosUS, data analysis and performance tracking are essential to my role, especially in monitoring voter outreach, policy impact, and advocacy efforts. This Excel course will enhance my ability to organize, analyze, and visualize data more effectively, allowing me to identify trends, improve reporting accuracy, and optimize strategic decision-making to better support our initiatives in Florida

**(Managers only) How will your attendance at this activity benefit the staff you supervise or the people you work with?**

**PROJECTED EXPENDITURE:**

Registration cost: \$225 \_\_\_\_\_  
\_\_\_\_\_

**APPROVAL:**

Employee signature: Indira Navas Date: 02/04/2025

Manager signature: JPA Nord Date: 3/14/25

VP signature: Came M. Flic Date: 7-7-25

HR signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Indira Z Navas**  
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TOTAL PAYMENTS / (REFUNDS): \$ 225.00

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Miami, FL 33196