

**From:** [Lisa Cantu-Parks](#)  
**To:** [Anita Youngkin](#)  
**Cc:** [Johanna Greene](#); [Liliana Del Mar](#)  
**Subject:** RE: Your assistance - reimbursement request  
**Date:** Friday, October 17, 2025 8:57:10 AM

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Hi Anita,

Thank you very much! Yes, we had encouraged her to get the reimbursement months ago, but she waited until the beginning of October, unfortunately. We need a receipt or her credit card statement showing that she paid for it though, which I don't have. It doesn't really make sense that she would have used her personal card for this expense. Unfortunately, Laura is in Colombia until 10/27 with family, but I will try to see what I can do to help on this!

Thank you,  
Lisa

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**From:** Anita Youngkin <[ayoungkin@unidosus.org](mailto:ayoungkin@unidosus.org)>  
**Sent:** Thursday, October 16, 2025 9:45 PM  
**To:** Lisa Cantu-Parks <[lcantuparks@unidosus.org](mailto:lcantuparks@unidosus.org)>  
**Cc:** Johanna Greene <[jgreene@unidosus.org](mailto:jgreene@unidosus.org)>; Liliana Del Mar <[ldelmar@unidosus.org](mailto:ldelmar@unidosus.org)>  
**Subject:** Your assistance - reimbursement request

Hello, Lisa,

Laura Alfonso reports that she is due payment for a pending reimbursement for 2025 professional development. Could you submit this tomorrow morning? Please let us know how we can help. Best!

"The pending reimbursement for the \$995 Nonprofit Storytelling Conference registration fee, which was to be covered by my 2025 Professional Development funds. I didn't have a chance to process it in Concur before my termination. Lisa Cantu-Parks and Mareth Flores are both aware of this expense."

Anita Youngkin | Deputy Vice President, Human Resources

| o 202.776.1731 | [ayoungkin@unidosus.org](mailto:ayoungkin@unidosus.org)


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Name: [501 Videos, LLC](#)  
City: [Washington](#)  
State: [Washington](#)  
Zip: [98001](#)  
Address: [19689 7th Ave, NE, 98001](#)

File: [501Videos](#)

Here is the list of the outstanding reimbursements. Please confirm if they have been or will be processed.

- **Chris Ramon:** This is being handled on a separate email.
- **Laura Alfonso:**
  - The primary reimbursement for the 2025 Nonprofit Storytelling Conference registration fee, which was to be covered by my 2025 Professional Development Fund.



# Invoice

Date	Invoice #	Due Date
July 31, 2025	50439	07/31/2025

501 Videos, LLC  
19689 7th Ave, NE #341  
Poulsbo, Washington 98370  
United States  
(800) 719-5259

**TO:**  
Laura Alfonso  
600 Roosevelt Blvd  
APT 314  
Falls Church, Virginia 22044  
United States

**SHIP TO:**  
Laura Alfonso  
600 Roosevelt Blvd  
APT 314  
Falls Church, Virginia 22044  
United States

Qty	Description	Unit Price	Total
1	2025 NPSC - Ticket - \$995.00 - Ticket to the 2025 Nonprofit Storytelling Conference.		\$995.00
			\$995.00
<b>Total Purchases</b>			<b>\$995.00</b>

**Payments Made**

7/31/2025	Credit Card - Approved (Visa XXXXX-4688)	\$995.00
<b>Total Payments &amp; Adjustments</b>		<b>\$995.00</b>

**Payments Due**

7/31/2025	Current	\$0.00
<b>Outstanding Balance</b>		<b>\$0.00</b>
<b>Balance Due Now</b>		<b>\$0.00</b>

Chris Davenport  
501 Videos, LLC

• **Brian Ortega:** see receipt

# Drop-Off Package Receipt: 1 of 1

THIS IS NOT A SHIPPING LABEL. PLEASE SAVE FOR YOUR RECORDS.

DROP-OFF LOCATION:  
THE UPS STORE #0527  
1866 E MARKET ST  
STE C

DROP-OFF DATE/TIME:  
Thu 16 Oct 2025 3:22 PM

ESTIMATED PICKUP DATE:  
UPS Thu 16 Oct 2025 1pkg

(540) 433-6245

CUSTOMER:  
Not Provided  
ID Type: Not Provided

TOTAL PACKAGES: 1pkg

TRACKING/REFERENCE	CARRIER & SERVICE	WEIGHT
122220E0191973365	UPS Next Day Air Com	9.75 lb

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10/16/2025 03:22 PM Pacific Time

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The UPS Store #0527  
1866 E MARKET ST  
HARRISONBURG, VA 22801-5111  
540-433-6245

Terminal....: P050527A Date.: 10/16/2025  
Employee....: 154676 Time.: 03:27 PM  
Cashier's Name Any

ITEM NAME	QTY	PRICE	TOTAL
Pack Materials Carton			\$39.99
Tax	1 @	\$39.99	\$2.12
Other Service			\$12.00
Tax	1 @	\$12.00	\$0.00
Subtotal			\$51.99
Shipping/Other Charges			\$0.00
Total tax			\$2.12
Total			\$54.11
Cards			\$54.11

Items Designated NR are NOT eligible for Returns, Refunds or Exchanges.

US Postal Rates Are Subject to Surcharge.



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The UPS Store #0993  
1961 Main St  
Watsonville, CA 95076-3027  
831-728-1919

Terminal....: POS0993B                      Date.: 10/10/2025  
Employee....: 230590                        Time.: 01:39 PM  
Cashier's Name                                Nereida

ITEM NAME	QTY	PRICE	TOTAL
14x10x10 Box			\$6.25
	1 @	\$6.25	
Tax			\$0.62
14x10x10 Frg Pack Materials			\$7.00
	1 @	\$7.00	
Tax			\$0.69
14x10x10 Frg Pack Service			\$6.50
	1 @	\$6.50	
Tax			\$0.00
Digital File Opening			\$3.00
	1 @	\$3.00	
Tax			\$0.00
Subtotal			\$22.75
Shipping/Other Charges			\$0.00
Total tax			\$1.31
Total			\$24.06
Cards			\$24.06

Items Designated NR are NOT eligible  
for Returns, Refunds or Exchanges.

US Postal Rates Are Subject to Surcharge.



View The UPS Store, Inc.'s privacy notice at

The UPS Store #5608  
1074 W Taylor St  
Chicago, IL 60607-4336  
312-226-8700

Terminal....: POS5608A      Date.: 10/20/2025  
Employee....: 287777      Time.: 12:30 PM  
Cashier's Name      Yahri

ITEM NAME	QTY	PRICE	TOTAL
Ground Commercial			\$39.28
	1 @	\$39.28	
Tax			\$0.00
MM8CGB7FUZR35			
Tracking Number - 1ZK108040381474040			
10x10x48 Golf club			\$13.89
	1 @	\$13.89	
Tax			\$1.42
Materials Frg Pack			\$3.00
	1 @	\$3.00	
Tax			\$0.31
Subtotal			\$56.17
Shipping/Other Charges			\$0.00
Total tax			\$1.73
Total			\$57.90
Cards			\$57.90

=====  
Items Designated NR are NOT eligible  
for Returns, Refunds or Exchanges.

US Postal Rates Are Subject to Surcharge.





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501 Videos, llc