



Corporate Card Statement of Account

**Sign-up For
Online Statements**

www.americanexpress.com/gopaperless

Prepared For
ALEXANDRA RUIZ
UNIDOS US

Account Number
XXXX-XXXXX4-51001

Closing Date
09/28/25

Page 1 of 3

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$
8.75	725.51	0.00	8.75	0.00	725.51

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 3794-375634-51001

ALEXANDRA RUIZ
UNIDOS US
1126 16TH ST NW
WASHINGTON DC 20036

Payable upon receipt in U.S. Dollars.
Enter 15 digit account number on all payments.
Amount Due \$725.51
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
|||

0000379437563451001 000072551000072551 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
- 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
ALEXANDRA RUIZ
UNIDOS US

Account Number
XXXX-XXXXX4-51001

Closing Date
09/28/25

Activity Date reflects either transaction or posting date

Card Number	XXXX-XXXXX4-51001	Reference Code	Amount \$
09/10/25	CORPORATE REMITTANCE RECEIVED 09/10		-8.75
09/12/25	DELTA AIR LINES ATLANTA US TKT# 00623641648711 DELTA AIR 09/12/25 PASSENGER TICKET RUIZ OLIVO/ALEXANDRA DELTA AIR LINES DELTA AIR LINES ATLANTA US FROM LAGUARDIA INTL A/P TO CARRIER CLASS WASHINGTON NAT'L D DL Q TO LAGUARDIA INTL A/P DL Q TO UNAVAILABLE YY 00 TO UNAVAILABLE YY 00		490.59
09/12/25	JOE & THE JUICE NEW WASHINGTON DC REF# 440-12724-e8 RESTAURANT 09/12/25		32.44
09/12/25	LYFT *RIDE FRI 3AM SAN FRANCISCO CA CH_2S6RH3 2127467267846055794104 09/12/25 2127467267846055768 ROC NUMBER CH_2S6RH3JBKGSJT TAX \$6.56		72.99
09/12/25	LYFT *RIDE FRI 7AM SAN FRANCISCO CA CH_2S6UR5 2127603815040106994104 09/12/25 2127603815040106968 ROC NUMBER CH_2S6UR5JBKGSJT TAX \$5.00		18.99
09/12/25	LYFT *RIDE FRI 7PM SAN FRANCISCO CA CH_2S6GE9 2127798485938242694104 09/12/25 2127798485938242632 ROC NUMBER CH_2S6GE9JBKGSJT TAX \$6.39		21.99
09/13/25	PEETS # 26806 WASHINGTON D.C. DC REF# 880957 FAST FOOD RESTA 09/12/25	88095700000	14.53
09/13/25	STARBUCKS 68420 E HE EAST ELMHURST NY REF# 785196011 866-508-3558 09/12/25	78519601100	11.38
09/16/25	LYFT *RIDE MON 7PM SAN FRANCISCO CA CH_2S7MEG 2128914265163790294104 09/15/25 2128914265163790206 ROC NUMBER CH_2S7MEGJBKGSJT TAX \$2.05		33.68
09/23/25	LYFT *RIDE SUN 11P SAN FRANCISCO CA CH_2SA0GI 2131200202315325494104 09/21/25 2131200202315325404 ROC NUMBER CH_2SA0GIJBKGSJT TAX \$1.77		28.92
Total for ALEXANDRA RUIZ		New Charges/Other Debits Payments/Other Credits	725.51 -8.75

Name: ALEXANDRA RUIZ OLIVO

SkyMiles #9183028191

FLIGHT	SEAT
DELTA 5770	Select Seat
DELTA 5768	Select Seat

Visit delta.com or download the [Fly Delta app](#) to view, select or change your seat. If you purchased an upgrade or a Trip Extra, please visit [My Trips](#) to access a receipt of your purchase.

Fri, 12SEP	DEPART	ARRIVE
DELTA 5770* Delta Main (Q)	NYC-LAGUARDIA 06:00AM	WASHINGTON- REAGAN 07:18AM
DELTA 5768* Delta Main (Q)	WASHINGTON- REAGAN 08:40PM	NYC-LAGUARDIA 09:56PM

*DL5770 is operated by Republic Airways DBA Delta Connection

*DL5768 is operated by Republic Airways DBA Delta Connection

[MANAGE MY TRIP](#)

Flight Receipt

Ticket #: [0062364164871](#)

Place of Issue:

Issue Date: 11SEP25

Expiration Date: 11SEP26

METHOD OF PAYMENT	
AX*****1001	\$490.59 USD

CHARGES	
Air Transportation Charges	
Base Fare	\$427.90 USD
Taxes, Fees and Charges	
United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$11.20 USD
United States - Transportation Tax (US)	\$32.09 USD
United States - Passenger Facility Charge (XF)	\$9.00 USD
United States - Flight Segment Tax (ZP)	\$10.40 USD
TICKET AMOUNT	\$490.59 USD

Starbucks@
LGA Terminal C Headhouse
68420
CENTRAL TERMINAL DR.
EAST ELMHURST, NY 11371

81494011 PAMELA

WS#: 1

CHK 1359
9/12/2025 5:14 AM

To Go

1 TL PMKN LATTE	7.95
TRIPLE	2.20
WHOLE MILK	
NO WHIP	

Subtotal	\$10.15
3% Emp Benefits & Retention	\$0.30
Tax	\$0.93
Payment	\$11.38
Change Due	\$0.00
AMEX	\$11.38
XXXXXXXXXXXX1001	

----- Check Closed -----
9/12/2025 5:15 AM

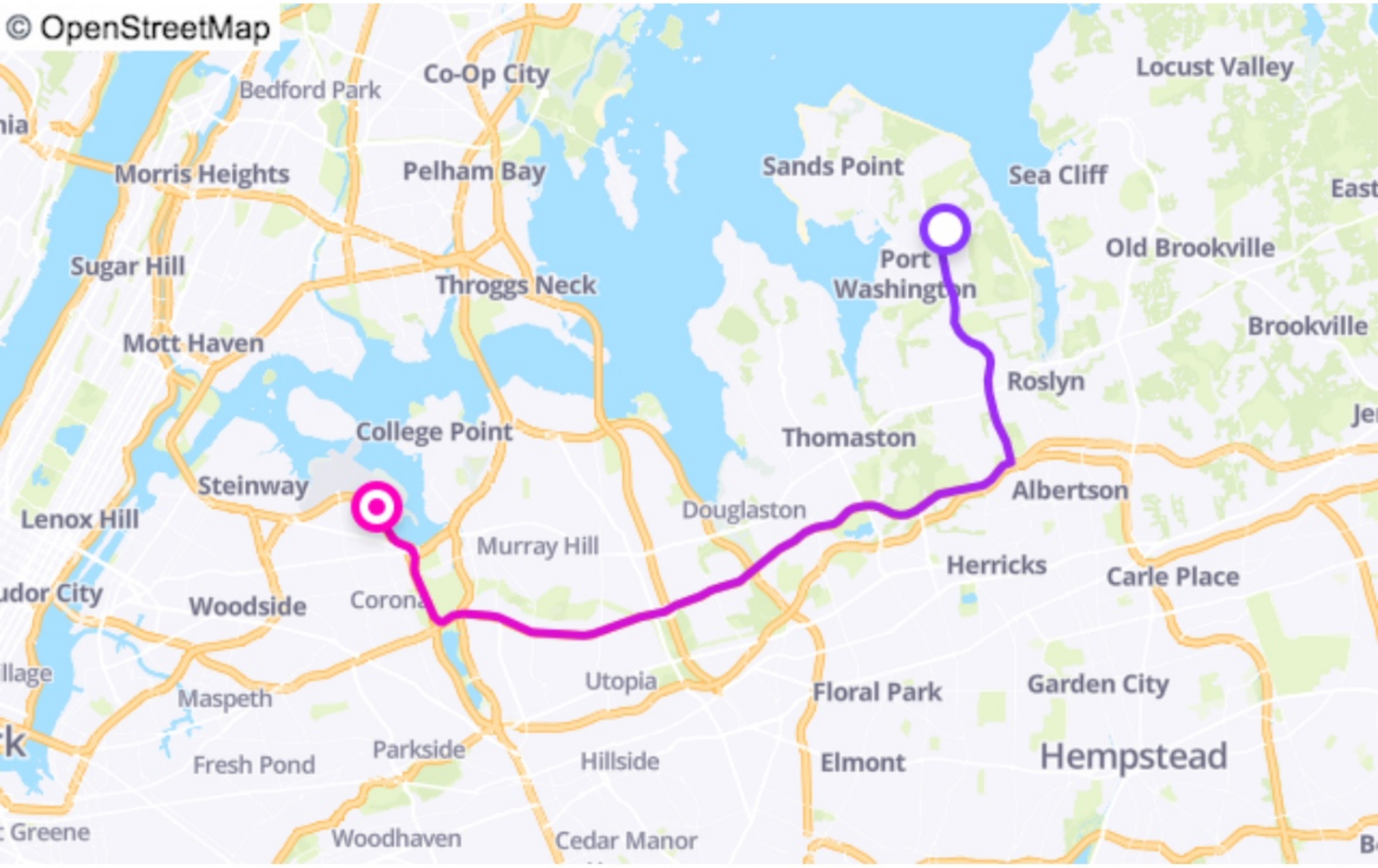
Join our loyalty program
Starbucks Rewards
A 3% Employee Benefits and Retention
surcharge has been added to all guest
checks.

This surcharge is not a gratuity
payable directly to staff.



Trip

Sep 12, 2025, 4:24 AM • 18 miles • 24 min



20 Longview Rd
Port Washington, NY 11050

Pickup
4:24 AM

LGA, Terminal C, Delta Air Lines
East Elmhurst, NY 11369

Drop-off
4:49 AM

Payment

Lyft Standard fare (18 mi, 24m)	\$62.43
New York State Surcharge	\$2.50
LGA Airport Surcharge	\$2.50
Black Car Fund Surcharge	\$1.56
Tip	\$4.00



Ride on 9/12/25, 4:24 AM



American Express *1001
Total charge

\$72.99



Personal
American Express *1001



Your payment method has already been charged.
Changing profiles will not affect the payment method used.

Resend receipt to email



Ride

Lyft Standard

Jie jie • Tesla Model Y



Your rating 

Tipped \$4.00



Favorite this driver

We'll prioritize matching you for scheduled rides



Block this driver

You'll never match with them again



Help



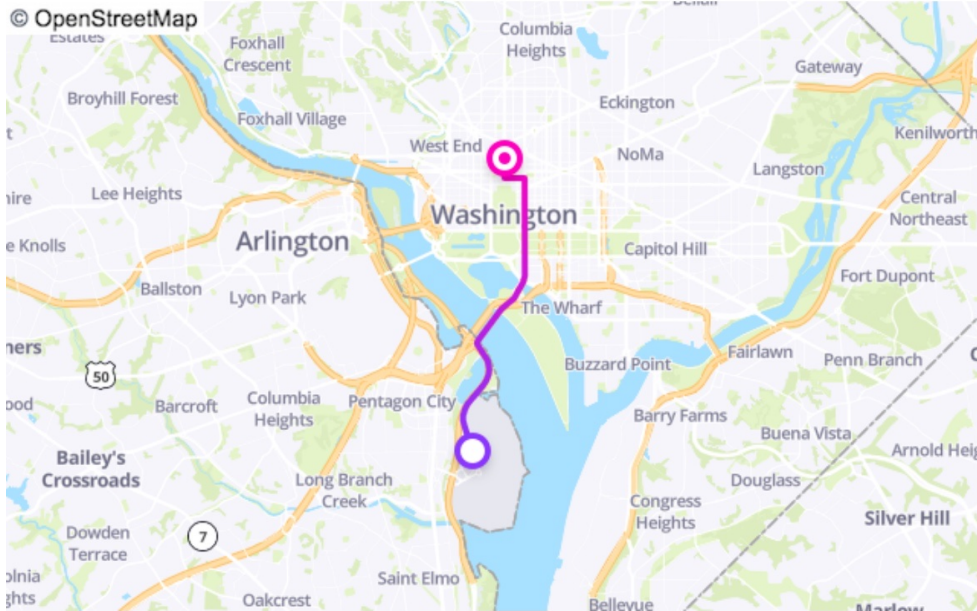
Find a lost item





Trip

Sep 12, 2025, 7:13 AM • 4.1 miles • 14 min



	Zone 1 Arlington, VA 22202	Pickup 7:13 AM
	Unidosus Washington, DC 20036	Drop-off 7:28 AM

Payment

Lyft Standard fare (4.1 mi, 14m) \$18.99



American Express *1001
Total charge **\$18.99**



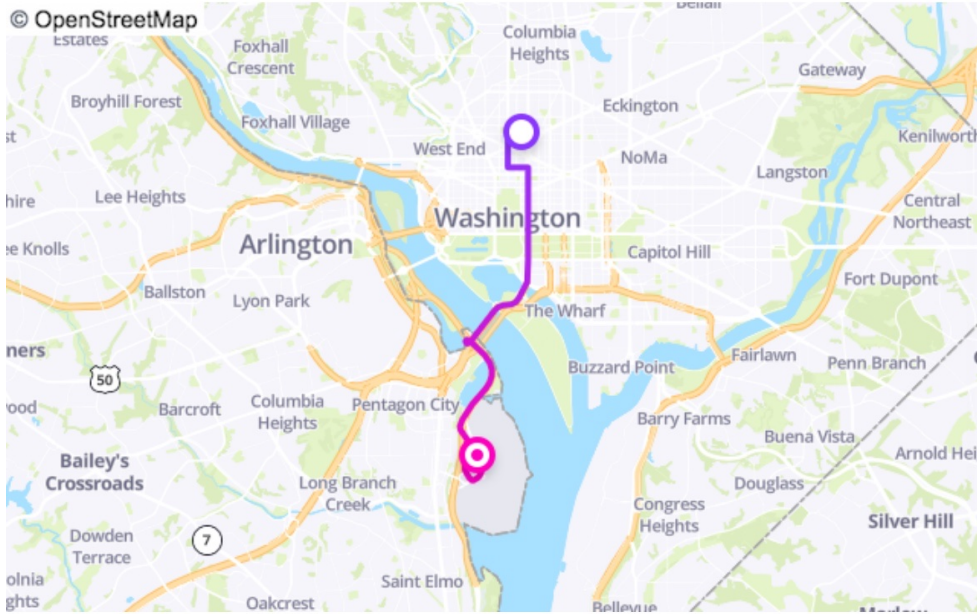
Personal
American Express *1001





Trip

Sep 12, 2025, 7:51PM • 5.7 miles • 18 min



	The DeSoto Apartments Washington, DC 20005	Pickup 7:51 PM
	Terminal 2 Arlington, VA 22202	Drop-off 8:10 PM

Payment

Lyft Standard fare (5.7 mi, 18m)	\$20.75
DC City Fee	\$1.24



American Express *1001
Total charge **\$21.99**



Personal
American Express *1001



Peet's Coffee & Tea
1101 17th St. NW
202-480-2003

09/12/2025
8:02 AM
20022

Host: Mark
Term#21022

M Iced Caffe Latte	5.55
S Pumpkin Latte	5.75
Whole Milk	1.00
Add Shot	

Subtotal	12.30
Tax	1.23

Ordered Total 13.53

AMEX #XXXXXXXXXXXX1001	13.53
Tip	1.00
Total	14.53

Auth:880957

The secret behind great coffee is
the people who make it. If you are
ready for a bold career change,
take a look at Peet's



JOE & THE JUICE
1100 17th St. NW
Washington 20036
United States of America

Date	2025-09-12 15:27:19
Store	440
Register	12724
Till station	1
Receipt	28064

CARROT CAKE	1	4.40
PRINCE OF GREEN 16OZ	2	11.00
CORTADO	1	4.20

Subtotal	USD 30.60
Sales Tax	USD 1.84
Total	USD 32.44

Adyen	USD 32.44
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Return in cash	USD 0.00
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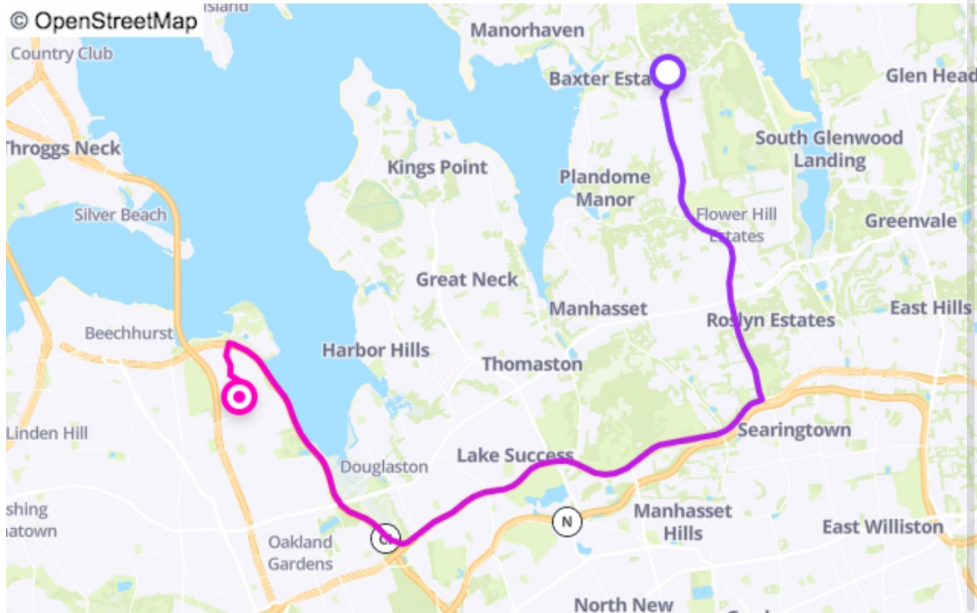
A REWARD ON US





Trip

Sep 15, 2025, 8:00 PM • 13.2 miles • 24 min



	21 Longview Rd Port Washington, NY 11050	Pickup 8:00 PM
	211-26 23rd Ave Bayside, NY 11360	Drop-off 8:24 PM

Payment

Lyft Standard fare (13.2 mi, 24m)	\$31.63
Black Car Fund Surcharge	\$0.79
New York State Surcharge	\$1.26



American Express *1001
Total charge

\$33.68

MEMORANDUM

To: UnidosUS Finance Team

From: Alexandra Ruiz, Deputy Vice President, Learning & Impact

Date: 12/17/25

Subject: Explanation of Personal Lyft Charges on UnidosUS American Express Card

This memo serves to document and explain three personal Lyft charges that were inadvertently billed to my UnidosUS American Express card.

Due to an account linking error, my UnidosUS AmEx card was connected to my personal Lyft account, which resulted in the following **personal ride expenses** being charged in error:

- **September 15:** \$33.68
- **September 21:** \$28.92
- **October 29:** \$29.72

These charges were not work-related and should not have been billed to UnidosUS. Upon identifying the issue, I corrected the payment settings within the Lyft application to ensure my personal and work accounts are fully separated and to prevent any recurrence.

I am currently in communication with **Fania Tavarez Tate** regarding reimbursement to UnidosUS for the total amount charged and will complete reimbursement in accordance with Finance's guidance.

Please let me know if any additional documentation or action is required.

Alexandra Ruiz

Alexandra Ruiz

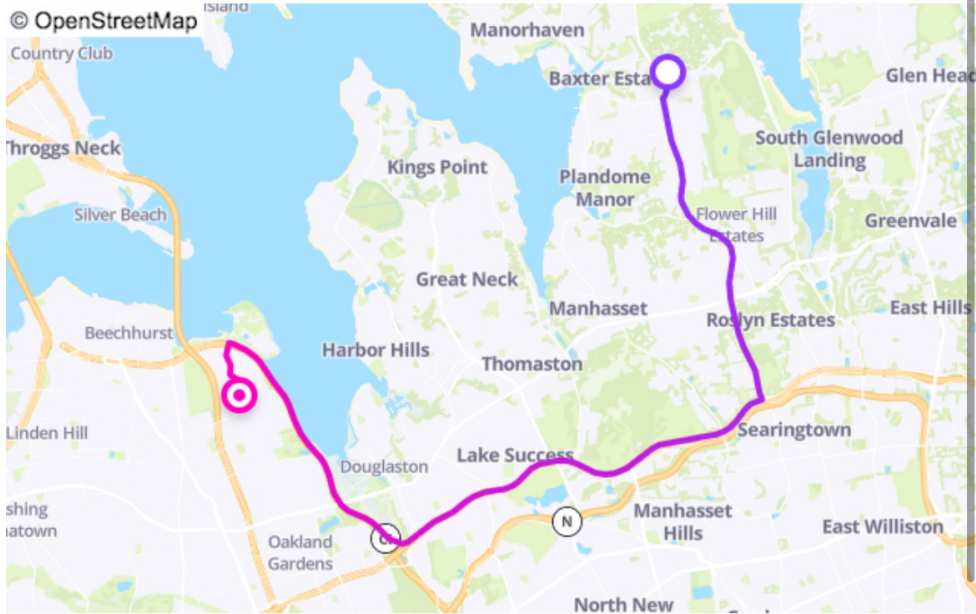
Deputy Vice President, Learning & Impact

UnidosUS



Trip

Sep 21, 2025, 11:49 PM • 13.2 miles • 22 min



	21 Longview Rd Port Washington, NY 11050	Pickup 11:49 PM
	211-26 23rd Ave Bayside, NY 11360	Drop-off 12:12 AM

Payment

Lyft Standard fare (13.2 mi, 22m)	\$27.15
New York State Surcharge	\$1.09
Black Car Fund Surcharge	\$0.68



American Express *1001
Total charge

\$28.92

MEMORANDUM

To: UnidosUS Finance Team

From: Alexandra Ruiz, Deputy Vice President, Learning & Impact

Date: 12/17/25

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Alexandra Ruiz

Deputy Vice President, Learning & Impact

UnidosUS