

Bluestone Lane - 141

1515 Rhode Island
Ave NW
Washington, DC
20005

January 15, 2026
9:49 AM
Amyia

Ticket: M
Receipt: t4pc
Authorization: 823434

AMERICAN EXPRESS
AID A0 00 00 00 25 01 08 01

TO GO

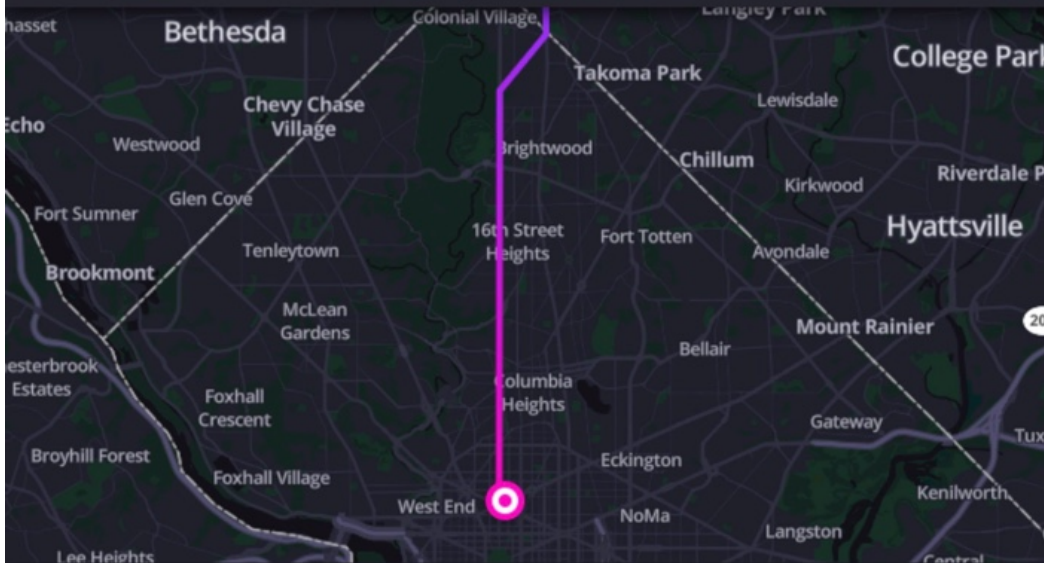
Mocha	\$9.65
16oz, Almond Milk (\$1.00), Add a Shot (\$2.00)	
Almond croissant	\$4.95

Subtotal	\$14.60
DC Tax (10%)	\$1.46
Tip	\$1.00

Total	\$17.06
American Express 1003 (Contactless)	\$17.06



Ride on 1/15/26, 5:02 PM



Yu Noodles
Silver Spring, MD 20910

Pickup
5:02 PM

Bluestone Lane
Washington, DC 20005

Drop-off
5:37 PM

Payment

Lyft Standard fare (6.6 mi, 35m)	\$29.24
Priority Pickup Upgrade	\$4.00
Lyft Pink free Priority Pickup upgrade	-\$4.00
MD TNC Impact Fee	\$0.75
Flash discount	-\$2.99



American Express *1003
Total charge

\$27.00



Personal
American Express *1003



Order# 18956078

=====
Lucky Buns
22006 DCA
Washington Reagan Airport
708-531-1694

1/15/2026 19:03

Check: 18956078
Server: Senait
Terminal: 1895
Table: 126

=====
220 DC2
1 Lucky Bun 23.60
LB On A Bun
LB Add Fries

=====
Subtotal 23.60
Tax 2.60
Total 26.20

=====
Payments

EMV Am.Express 26.20
XXXXXXXXXX1003
VALUED CUSTOMER
AMERICAN EXPRESS
CVM: Signature
Entry Mode: Contactless
Auth Mode: Issuer
AID: A000000025010801
TVR: 0000008000
IAD: 06640103A00002
TSI: E800
ARC: 00

Total Payments 26.20

Remaining Balance 0.00

Check Fully Authorized

Order: 18956078

=====
01/15/26 19:06
SALES DRAFT

Lucky Buns
Washington Reagan Airport
708-531-1694

MERCH ID: 16274921002
CASHIER: Senait
TERMINAL: 1895
STORE: 22006 DCA2
TABLE: 126

EMV Am.Express

NAME: VALUED CUSTOMER
NUMBER: XXXXXXXXXXXX1003
EXPIRE: XX/XX
AUTH: 805900
AMOUNT: 26.20

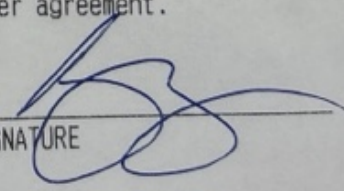
CHECK: 18956078

TOTAL: 26.20

GRATUITY: 2.00

TOTAL: 28.20

I agree to pay above total
amount according to my card
issuer agreement.

X 
SIGNATURE

Merchant Copy

Commas Food Hall
8661 Colesville Road
Silver Spring, MD 37027

JOSE T

Tab #: 6637

CUSTOMER - 6637 @ JJ MEX POS
Closed 1/15 12:58 PM

1 Chips and Guac \$6.95
1 Open Food Item \$15.50
Platter 3steak

Subtotal: \$22.45
Tax: \$1.35

Total \$23.80

PAYMENTS:

Subtotal + Tax Paid: \$23.80
Tip: \$0.00
\$23.80

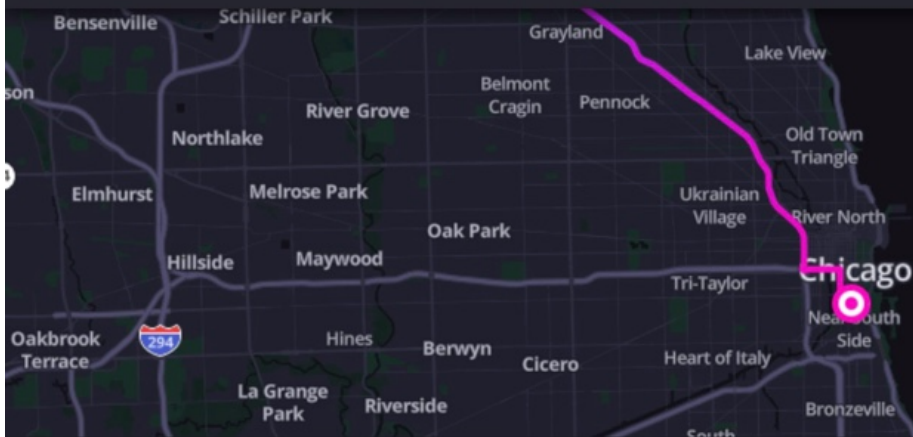
AMEX Total XXXX1003

Balance Due: \$0.00

Thank you for your visit!



Ride on 1/15/26, 9:49 PM



Zone 2A

Chicago, IL 60666

Pickup

9:49 PM

1345 S Wabash Ave

Chicago, IL 60605

Drop-off

10:16 PM

Payment

Lyft Standard fare (19.4 mi, 26m)	\$41.74
Priority Pickup Upgrade	\$3.00
Lyft Pink free Priority Pickup upgrade	-\$3.00
City of Chicago Accessibility Fee	\$0.10
City of Chicago Airport, McCormick Place, Navy Pier Surcharge	\$5.00
City of Chicago Fee	\$1.13



American Express *1003

Total charge

\$47.97



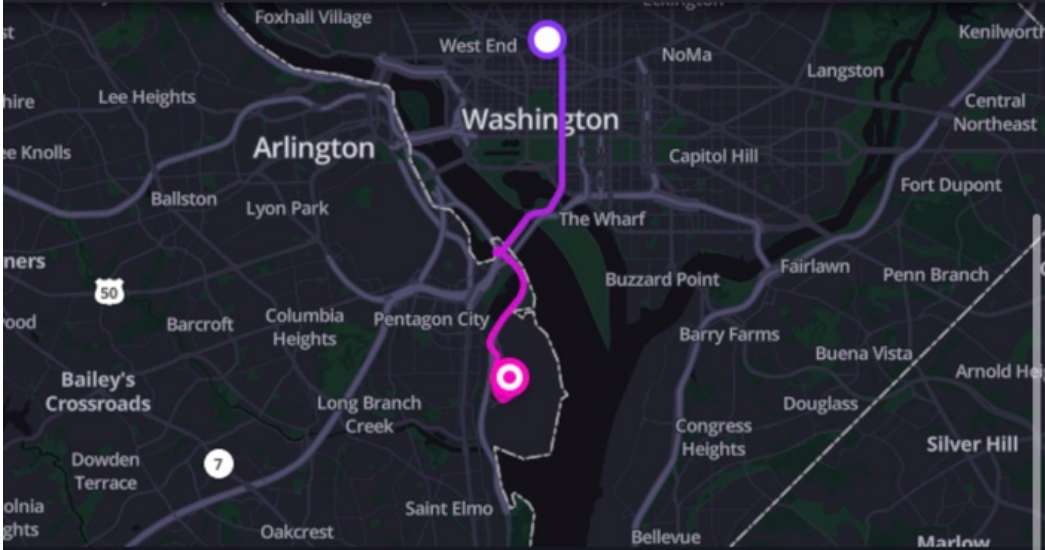
Personal

American Express *1003





Ride on 1/15/26, 6:27 PM



Bluestone Lane
Washington, DC 20005

Pickup
6:27 PM

DCA, Terminal 2
Arlington, VA 22202

Drop-off
6:45 PM

Payment

XL fare (5.2 mi, 17m)	\$40.27
Priority Pickup Upgrade	\$3.00
Lyft Pink free Priority Pickup upgrade	-\$3.00
DC City Fee	\$2.20
Ride Upgrade Discount	-\$3.50



American Express *1003
Total charge

\$38.97

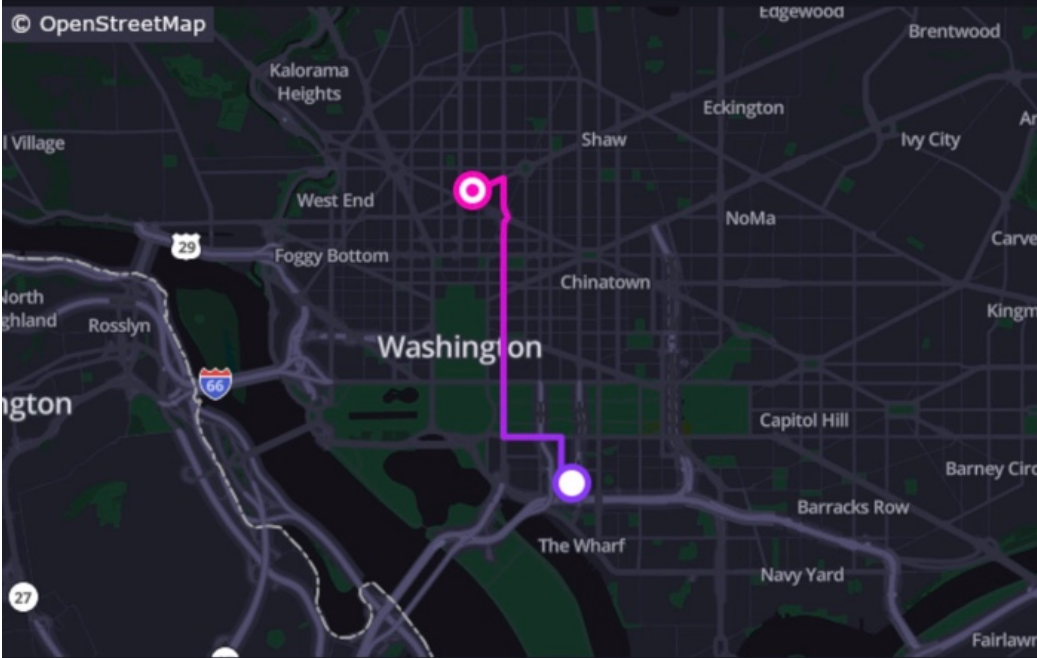


Personal
American Express *1003





Ride on 1/14/26, 5:47 PM



Sandella's
Washington, DC 20024

Pickup
5:47 PM

Bluestone Lane
Washington, DC 20005

Drop-off
5:59 PM

Payment

Black SUV fare (2.3 mi, 11m)	\$32.30
DC City Fee	\$1.63
Lyft Pink discount	-\$1.69
Flash discount	-\$3.22



American Express *1003
Total charge

\$29.02

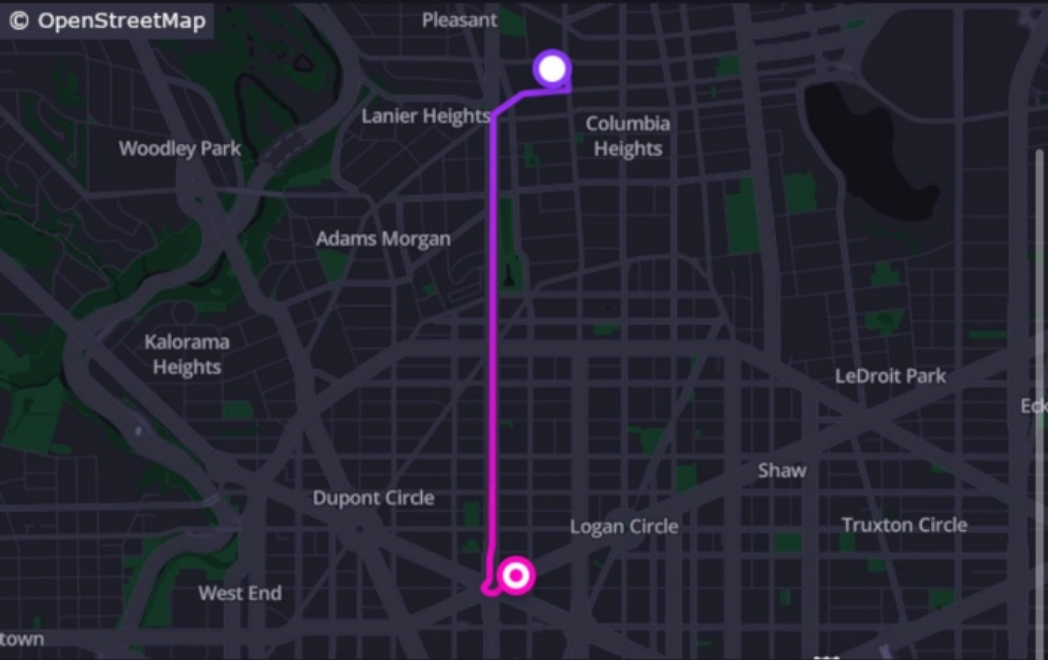


Personal
American Express *1003





Ride on 1/13/26, 5:19 PM



Unity HealthCare
Washington, DC 20010

Pickup
5:19 PM

Bluestone Lane
Washington, DC 20005

Drop-off
5:33 PM

Payment

Black SUV fare (1.8 mi, 14m)	\$30.43
DC City Fee	\$1.53
Lyft Pink discount	-\$1.59
Flash discount	-\$3.03



American Express *1003
Total charge

\$27.34



Personal
American Express *1003



BACKUP

(D)HMSHost

By Arctia

DUNKIN' DONUTS
CHICAGO O'HARE AIRPORT
475467 CELINA

WS#: 110001

CHK 6753 **GST 1**
1/11/2026 2:52 PM

To Go

1 SM CHAI LATTE S 4.49
SM NO CHOICE
SM NO CHOICE
1 DONUT 1.79

Subtotal \$6.28
Tax \$0.74
Payment \$7.02
Change Due \$0.00
Amex \$7.02
XXXXXXXXXXXX1003

----- Check Closed -----
1/11/2026 2:52 PM

We value your feedback!
Scan the QR code below to share
your experience!

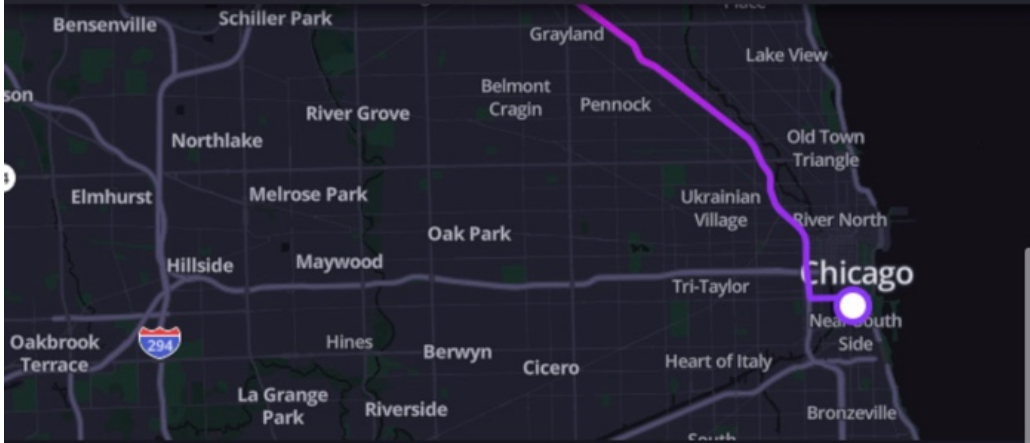
20102201<https://www.hmsHost.com/contact>

STORE ID: ORDDDS30

Order 6753



Ride on 1/11/26, 12:02 PM



1345 S Wabash Ave
Chicago, IL 60605

Pickup
12:02 PM

United (T1)
Chicago, IL 60666

Drop-off
12:30 PM

Payment

Lyft Standard fare (19.2 mi, 28m)	\$60.70
Priority Pickup Upgrade	\$3.00
Lyft Pink free Priority Pickup upgrade	-\$3.00
City of Chicago Fee	\$1.13
City of Chicago Accessibility Fee	\$0.10
City of Chicago Airport, McCormick Place, Navy Pier Surcharge	\$5.00



American Express *1003
Total charge

\$66.93



Personal
American Express *1003



America's Dog O'Hare
We're Proud To Be Part Of
The United Airlines Family!
Terminal 1, Concourse C-17
847-447-3072

Date: 1/11/26, 12:50 PM

Chipotle Aioli \$2.50

Greek Chicken Wrap \$15.00

No A Feta

Insanely delicious, small bites please!

Greek marinated chicken, cucumbers,
lettuce, tomato, feta cheese, and red
wine vinaigrette all packed inside a
spinach wrap.

Sweet Potato Fries \$5.50

Subtotal: \$23.00

Total Tax: \$2.76

Total: \$25.76

Online Tip 8.6999999999999999%: \$2.00

Sum Total: \$27.76

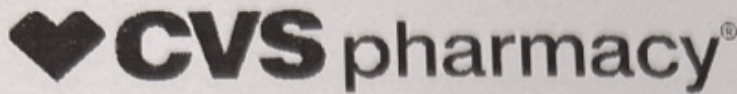
Customer Paid Kiosk CC \$27.76

Kiosk CC: \$0.00

Total Paid: \$0.00

Email Comments To
Comments@AmericasDog.com

ORDER ONLINE:
ACBFRESH.COM



1418P STREET NW, WASHINGTON, DC
PHARMACY: 939-5735 STORE: 939-5734

REG#04 TRN#8691 CSHR#2873943 STR#2817

ExtraCare Card #: *****0411

1	GHIR INT DRK 92BAR 3.17	5.50F	
	ORIGINAL PRICE		7.29
	7.29 EACH OR 2/11.00		1.79 -
1	GHIR INT DRK 92BAR 3.17	5.50F	
	ORIGINAL PRICE		7.29
	7.29 EACH OR 2/11.00		1.79 -
1	BLDMND HONEY RSTD 6Z	7.49F	
1	BLDM BLUEBERRY ALM 6Z	FREE	
	ORIGINAL PRICE		7.49
	BUY 1 GET 1 FREE		7.49 -
1	ESSENTIA WATER	33.8	2.99F
1	ESSENTIA WATER	33.8	2.99F

6 ITEMS

Survey ID #

7234 5319 0928 562 79

TOTAL 24.47
CHARGE 24.47

*****1003	CH
AMERICAN EXPRESS *****1003	REF# 046912
APPROVED# 823932	AID: A000000025010801
TRAN TYPE: SALE	TERMINAL#
TC: 6CB9B6A69673E16A	CVM: 5E0300
NO SIGNATURE REQUIRED	TSI(9B): E800
TVR(95): 0000008000	

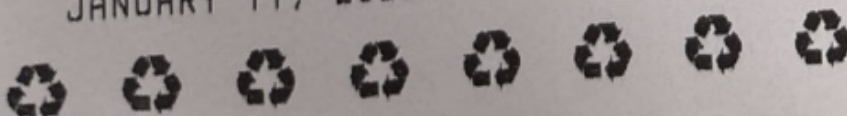
CHANGE .00



3502 8176 0118 6910 48
Returns with receipt, subject to
CVS Return Policy, thru 03/12/2026
Refund amount is based on price
after all coupons and discounts.

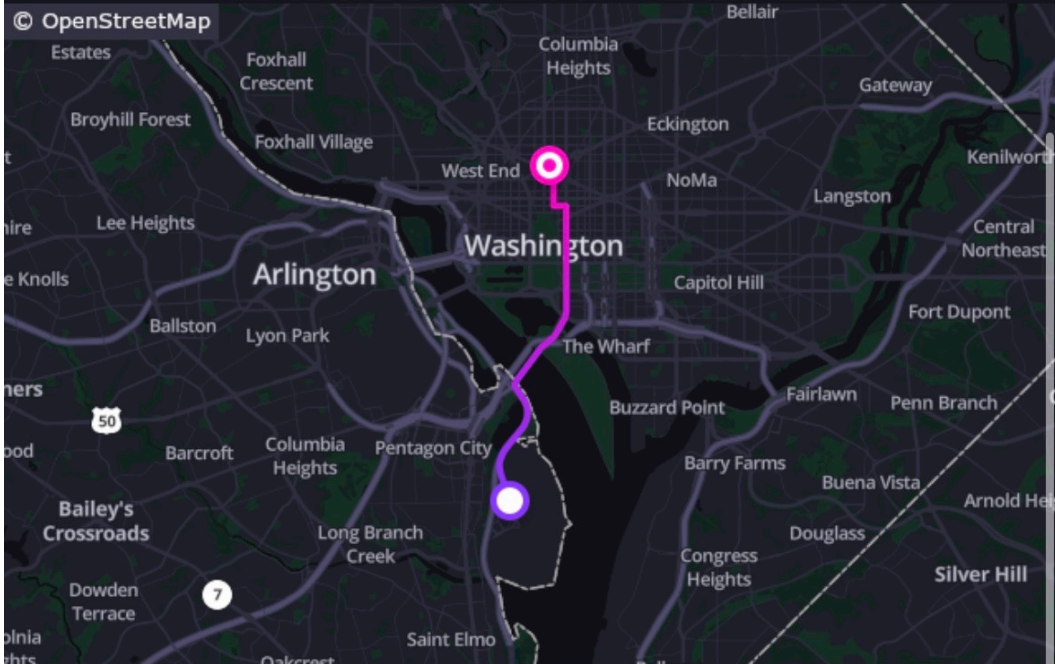
JANUARY 11, 2026

7:46 PM





Ride on 1/11/26, 7:04 PM



Zone 2
Arlington, VA 22202

Pickup
7:04 PM

Bluestone Lane
Washington, DC 20005

Drop-off
7:21 PM

Payment

Lyft Standard fare (4.3 mi, 16m)	\$27.99
Priority Pickup Upgrade	\$2.00
Lyft Pink free Priority Pickup upgrade	-\$2.00



American Express *1003
Total charge

\$27.99



Personal
American Express *1003



THE DARCY HOTEL
@GerrardStKitchenDC
Review us on TripAdvisor



29 Shakil 2

CHK 5404 TBL 302/4 GST 6

Dine In

1 Korean Crispy Wings	18.00
1 Shrimp Tempura	18.00
1 Side Truffle Fries	9.00
2 Guac & Salsa	32.00
20% service charges	15.40
20.00 %	

Subtotal	\$77.00
Service Charge	\$15.40
Tax	\$9.24
Total Due	\$101.64

Gratuity 21.00

Total 122.64

Room # _____




Last Name Vargas

Signature [Handwritten Signature]

Thanks for riding, Sandra

We hope you enjoyed your ride this morning.

Total **\$25.98**

Trip fare	\$22.11
Booking Fee 	\$1.04
DC Digital Dispatch Surcharge 	\$0.15
DC Fee 	\$1.47
Fare Adjustment	\$0.50
Priority Pickup	\$2.00
Promotion	-\$1.29

Payments



Adrean Uus ****1003
1/14/26 7:41 PM

\$25.98

Trip details



UberX Priority
2.35 miles, 14 minutes

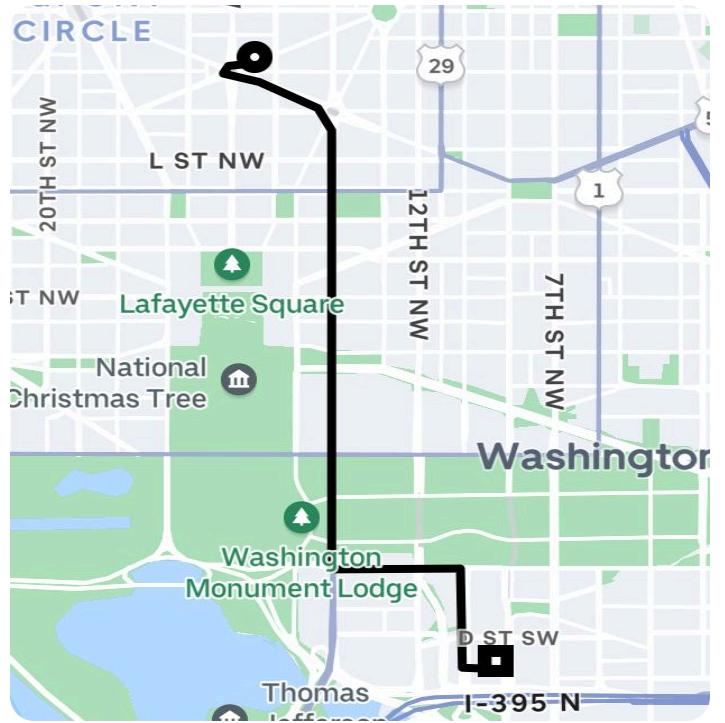


8:49 AM

1515 Rhode Island Ave NW, Washington DC,
DC 20005, US

9:03 AM

490 Lenfant Plz SW, Washington, DC
20024, US



You rode with Milisha

4.96 ★

Receipt ID #

0c672ecb-3012-47f8-a345-e0c25442e2dd

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more](#)




Want to review your trip history?

[My trips](#)

Thanks for riding, Sandra

We hope you enjoyed your ride this morning.

Total **\$23.97**

Trip fare	\$17.94
Booking Fee 	\$0.91
DC Digital Dispatch Surcharge 	\$0.25
DC Fee 	\$1.36
DCA Airport Surcharge	\$5.00
Fare Adjustment	\$0.50
Priority Pickup	\$2.00
Promotion	-\$3.99

Payments



Adrean Uus ****1003
1/15/26 5:41 PM

\$23.97

Trip details



UberX Priority
5.68 miles, 14 minutes

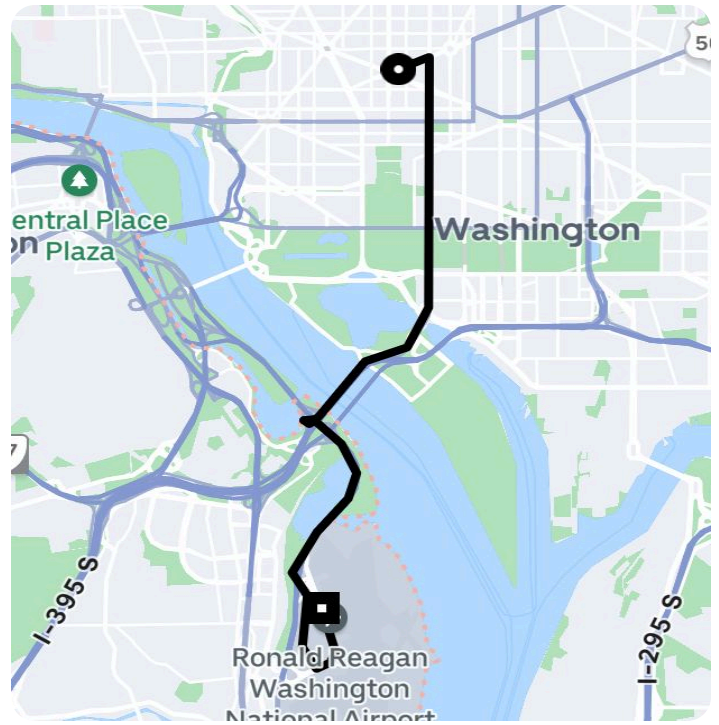


6:48 AM

1515 Rhode Island Ave NW, Washington DC,
DC 20005, US

7:03 AM

Terminal 2, Ronald Reagan Washington
National Airport (DCA), Arlington, VA
22202, US



You rode with Offei

4.97 ★

Receipt ID #

2a9a564c-2a1a-4917-9f01-d35481165f1a

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[Learn more](#)

Want to review your trip history?

[My trips](#)

Thanks for riding, Sandra

We hope you enjoyed your ride this evening.

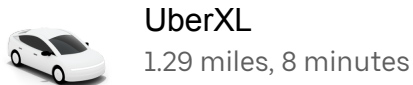
Total **\$11.60**

Trip fare	\$10.73
Booking Fee 	\$1.29
DC Digital Dispatch Surcharge 	\$0.15
DC Fee 	\$0.66
Wait Time 	\$0.70
Promotion	-\$1.93

Payments

 Adrean Uus ****1003 1/15/26 6:52 AM	\$11.60
--	---------

Trip details



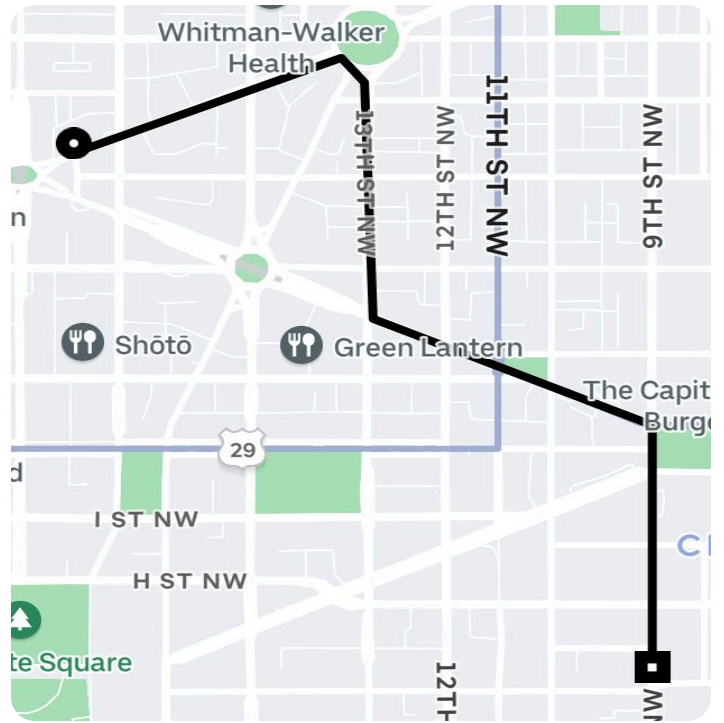


7:55 PM

1515 Rhode Island Ave NW, Washington DC, DC 20005, US

8:04 PM

701 9th St NW, Washington DC, DC 20001, US



You rode with Tefera

4.95 ★

Receipt ID #

41b8d8fd-5c1b-4de2-a8bd-95f1ed4f4a9f

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more](#)




Want to review your trip history?

[My trips](#)

Thanks for riding, Sandra

We hope you enjoyed your ride this morning.

Total **\$10.67**

Trip fare	\$8.69
Booking Fee 	\$0.50
DC Digital Dispatch Surcharge 	\$0.15
DC Fee 	\$0.61
Fare Adjustment	\$0.50
Priority Pickup	\$2.00
Promotion	-\$1.78

Payments



Adrean Uus ****1003
1/12/26 7:56 PM

\$10.67

Trip details



UberX Priority
0.32 miles, 3 minutes

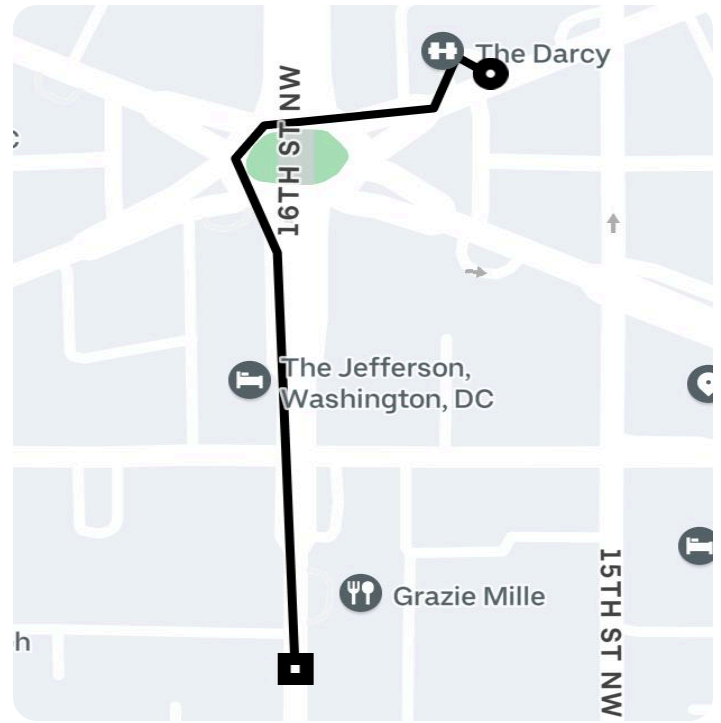


9:02 AM

1515 Rhode Island Ave NW, Washington DC, DC 20005, US

9:05 AM

1126 16th St NW, Washington, DC 20036-4802, US



You rode with Yonas

4.98 ★

Receipt ID #

9da25741-b97d-461f-b3c6-0f761ff823b1

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more](#)

Want to review your trip history?

[My trips](#)

Thanks for riding, Sandra

We hope you enjoyed your ride this evening.

Total **\$22.98**

Trip fare	\$16.38
Booking Fee 	\$1.84
DCA Airport Surcharge	\$5.00
Fare Adjustment	\$0.50
Priority Pickup	\$5.00
Promotion	-\$5.74

Payments



Adrean Uus ****1003
1/11/26 5:45 PM

\$22.98

Trip details



UberX Priority
4.67 miles, 13 minutes

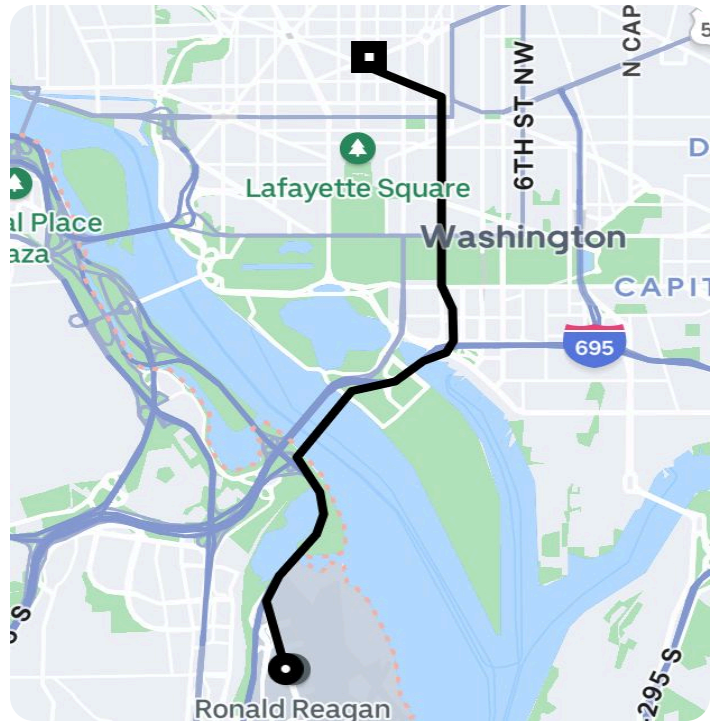


5:32 PM

1 Aviation Cir, Arlington, VA 22202, US

5:45 PM

1515 Rhode Island Ave NW, Washington DC,
DC 20005, US



You rode with Haseebullah

4.95 ★

Receipt ID #

38c72f95-af8c-4493-840b-d41addb7234e

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more](#)

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[My trips](#)



Corporate Card Statement of Account

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Online Statements**

www.americanexpress.com/gopaperless

Prepared For
ADREAN VARGAS
UNIDOS US

Account Number
XXXX-XXXXX5-51003

Closing Date
01/28/26

Page 1 of 4

Previous Balance \$	New Charges \$	Other Debits \$	Payments \$	Other Credits \$	Balance Due \$
3,238.38	1,611.37	0.00	3,238.38	0.00	1,611.37

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 3794-303575-51003

ADREAN VARGAS
UNIDOS US
1345 S WABASH AVE
CHICAGO IL 60605

**Amount Due
\$1,611.37**

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
|||

0000379430357551003 000161137000161137 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.



Activity Date reflects either transaction or posting date

Card Number	XXXX-XXXXX5-51003	Reference Code	Amount \$
01/09/26	CORPORATE REMITTANCE RECEIVED 01/09		-3,238.38
01/11/26	LYFT *RIDE SUN 11A SAN FRANCISCO CA REF# CH_2SOSO1JBK +18552800278 01/11/26		66.93
01/11/26	LYFT *RIDE SUN 6PM SAN FRANCISCO CA REF# CH_2SOYXJBK +18552800278 01/11/26		27.99
01/12/26	DUNKIN DONUTS T1 B12 CHICAGO IL 6753 6753 60666 01/11/26 ROC NUMBER 6753 TAX \$0.74	67530000000	7.02
01/12/26	AMERICAS DOG OHARE - CHICAGO IL REF# 99999960125 3125932202 01/11/26	9999996012	27.76
01/12/26	CVS/PHARMACY #02817 WASHINGTON DC REF# 10048691 8007467287 01/11/26 PHARMACIES ROC NUMBER 10048691	10048691000	24.47
01/12/26	UBER TRIP HTTPS://HELP.UBER.CA DADDPBCM HDDS7FNP 20005 01/11/26 ROC NUMBER DADDPBCM		22.98
01/13/26	UBER TRIP HTTPS://HELP.UBER.CA HA2HP3T3 TWRFOQNZ 20036 01/13/26 ROC NUMBER HA2HP3T3		10.67
01/13/26	LYFT *RIDE TUE 5PM SAN FRANCISCO CA REF# CH_2SPFMGJBK +18552800278 01/13/26		27.34
01/14/26	LYFT *RIDE WED 5PM SAN FRANCISCO CA REF# CH_2SPCL0JBK +18552800278 01/14/26		29.02
01/15/26	THE DARCY F&B WASHINGTON DC 5404 5404 20050 01/14/26 KOREANCRISPYWINGS SHRIMPTEMPURA SIDETRUFFLEFRIES GUACSALSA ROC NUMBER 5404	54040000000	122.64
01/15/26	BLUESTONE LANE - 141 Washington DC REF# t4pcsGYtIj3b squareup.com/re 01/15/26		17.06
01/15/26	UBER TRIP HTTPS://HELP.UBER.CA EJDKTBDZ BRTS5SZQ 20024 01/15/26 ROC NUMBER EJDKTBDZ		25.98
01/15/26	UBER TRIP HTTPS://HELP.UBER.CA 58YKDCEV IG4NR7K4 20001 01/15/26 ROC NUMBER 58YKDCEV		11.60
01/15/26	LYFT *RIDE THU 4PM SAN FRANCISCO CA REF# CH_2SPYYOJBK +18552800278 01/15/26		27.00
01/15/26	LYFT *RIDE THU 6PM SAN FRANCISCO CA REF# CH_2SPZPEJBK +18552800278 01/15/26		38.97
01/16/26	J & J MEX-TAQUERIA WASHINGTON DC REF# #####DOV8ub support@gotab.i 01/15/26		23.80
01/16/26	LUCKY BUNS WASHINGTON DC 18956078 18956078 20001 01/15/26 RESTAURANT ROC NUMBER 18956078 TAX \$2.60	18956078000	28.20
01/16/26	LYFT *RIDE THU 9PM SAN FRANCISCO CA REF# CH_2SQ3QCJBK +18552800278 01/15/26		47.97

Continued on reverse

Activity Continued		Reference Code	Amount \$
01/16/26	UBER TRIP HTTPS://HELP.UBER. CA 6TWT42NF FKNFMTBK 22202 01/15/26 ROC NUMBER 6TWT42NF		23.97
01/28/26	NTEN PORTLAND OR REF# 84616520 503-272-8800 01/27/26 TRANSACTION ROC NUMBER 84616520	84616520000	1,000.00
Total for ADREAN VARGAS		New Charges/Other Debits Payments/Other Credits	1,611.37 -3,238.38

Order Summary

Order

Order
#0029211
Transaction Date
1/27/2026
Grand Total
\$1,000.00

Bill To

Johanna Lara
1345 S. Wabash Ave. Unit 1112
Chicago, IL 60605
United States

Merchandise Products

Product	AI for Nonprofits Professional Certificate
Quantity	1
Total Price	\$1,000.00

Total Details

Grand Total	\$1,000.00
Total Payment (AMEX ending in 1003)	\$1,000.00
Balance	\$0.00

NTEN™

P.O. Box 86308

Portland, OR 97286-0308

+1 503-272-8800 (tel:5032728800)

Professional Development 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: _____

Date: _____

PROFESSIONAL DEVELOPMENT PLAN DETAILS:

Name of training/workshop/conference: _____

Training/workshop/conference Provider: _____

Date(s): _____

Location: _____

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

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

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

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

PROJECTED EXPENDITURES:

Registration cost: _____

Accommodations: _____

Travel Options: _____

Other: _____

APPROVAL:

Employee signature: Johanna Lara Date: _____

Manager signature: [Signature] Date: 10/3/2025

VP signature: Luis Quinones Date: _____

HR signature: Liliana Del Mar Date: 12/22/2025

Please note: The Professional Development Fund is subject to annual company budgets established for external trainings and memberships.