

# New Berlin C.U.S.D. #16

## PROFESSIONAL WORKSHOP PAYMENT REQUEST FORM

Employee Name: Jenny Mann Date Requested: 10/20/2022

Name of Workshop: Triple I - Joint Conference Date(s) Attending: 11/17 - 11/20/2022

Location of Workshop: Chicago, IL Reason to Attend: Professional Development

Estimated Expenses:	Total Amount	School Credit Card?
Registration:	\$ -	N/A
Miles @ \$ 0.585	\$ -	N/A
Food:	\$ -	N/A
Lodging:	\$ -	N/A
Tuition Reimburse		N/A
Other:		N/A
Total Est. Expenses:	\$ -	
Total Requested Charge:		\$ - A

Final Expenses:	Total Amount	School Credit Card?
Registration:	\$ -	N/A
Miles @ \$ 0.585	\$ -	N/A
Food:	\$ -	N/A
Lodging:	\$ -	N/A
Tuition Reimburse	\$ -	N/A
Other:	\$ 65.00	N/A
Total Final Expenses:	\$ 65.00	
Total Requested Reimb:		\$ 65.00

Are expenses to be shared with another Faculty member? (Final Expenses only) ☐ Yes ☐ No

If yes, please include additional faculty name(s):

Please select expenses to be shared: ☐ Mileage ☐ Lodging ☐ Other \_\_\_\_\_

Pre-Approval: \_\_\_\_\_  
Supervisor Signature / Date

\_\_\_\_\_  
Employee Signature / Date

Funds Available? \_\_\_\_\_  
Yes / No (A/P Initial/Date)

Final Approval: \_\_\_\_\_  
Supervisor Signature / Date

Dollar Amount Available: \* \_\_\_\_\_  
\* (If not enough to cover above request)

### For Accounting Use Only:

Actual VISA Charges:			Reimb. Charge to:			Check # & Date
Payee:	Purpose	Amount	#	Amount		
			NBE Budget - #103-2213-3320			
			JH Budget - #202-2213-3320			
			HS Budget - #305-2213-3320			
			Pre-K Budget - #500-1125-3320			
			Pre-K PD - #500-2213-3320			
			Title I Budget - #000-1250-3900			
			Other - _____			
	Total:					
	Date Paid:					
	Budget #:					

From: etickets@amtrak.com,  
To: JENNYM1911@AOL.COM,  
Subject: Amtrak: eTicket and Receipt for Your 11/17/2022 Trip - JENNIFER MANN  
Date: Thu, Sep 22, 2022 3:02 pm  
Attachments: Mann Jennifer 202209221602430319.pdf (16K)

#### SALES RECEIPT

Purchased: 09/22/2022 1:02 PM PT

Thank you for your purchase.

1. Retain this receipt for your records.
2. Show the QR code on the attached eTicket to the conductor or use the Amtrak app.

Merchant ID 00698  
1 Massachusetts Ave NW  
Washington, DC 20001  
800-USA-RAIL  
Amtrak.com

#### Reservation Number - 9807C5

Springfield, IL to Chicago, IL - Union Station (Round-Trip)

SEPTEMBER 22, 2022

#### Billing Information

JENNIFER N MANN P.O. BOX 534 308 SUNSET LANE LOAMI, IL 62661	
Visa ending in 5861 (Purchase) Authorization Code 050242	Total \$65.00

#### Purchase Summary - Ticket Number 2650698072154

<b>TRAIN 318: Springfield, IL to Chicago, IL - Union Station (Round-Trip)</b> Depart 4:51 PM, Thursday, November 17, 2022	
1 COACH SEAT	\$24.00
Ticket Terms & Conditions CANCELLATION FEE MAY APPLY.	
Subtotal	\$24.00
<b>TRAIN 319: Chicago, IL - Union Station to Springfield, IL (Round-Trip)</b> Depart 9:30 AM, Sunday, November 20, 2022	
1 COACH SEAT	\$41.00
Ticket Terms & Conditions CANCELLATION FEE MAY APPLY.	
Subtotal	\$41.00
Total Charged by Amtrak	\$65.00

#### Passengers

Jennifer Mann
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#### Important Information

- Tickets are non-transferable.
- Changes to your itinerary may affect your fare. Refund and exchange restrictions and penalties for failure to cancel unwanted travel may apply. If your travel plans change, contact us before departure to change your reservation. If you do not board your train, your entire reservation from that point will be canceled. If you board a different train without notifying us, you will have to pay for it separately; the conductor cannot apply the money paid for your prior reservation. For more information please visit [Amtrak.com/changes](https://www.amtrak.com/changes).
- Summary of Terms and Conditions: Ticket valid for carriage or refund (subject to the refund rules of the fare purchased) for twelve months after day of issue unless otherwise specified. Amtrak tickets may only be sold or issued by Amtrak or an authorized travel agent/tour operator. Tickets sold or issued by an unauthorized third party will be voided by Amtrak. This ticket is a contract of carriage which includes specific terms and conditions and a binding arbitration agreement between Amtrak and the ticket holder. The terms and conditions and arbitration agreement are available at [Amtrak.com/terms-and-conditions.html](https://www.amtrak.com/terms-and-conditions.html). Tickets sold for non-Amtrak service are subject to the tariffs of the providing carrier.
- Questions? Contact us online at [Amtrak.com/contact](https://www.amtrak.com/contact) or call 1-800-USA-RAIL (1-800-872-7245) or for text telephone (TTY) 1-800-523-6590.