

ORACLE Expense Report

PeopleSoft Expenses EXC4500

<b>Report</b> 0000001132	
<b>Employee</b> Diana Bajrami	<b>Employee ID</b> 10004874
<b>Reference</b> OCCS	<b>Business Purpose</b> Conference

Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description	Additional Information			Merchant	Location			
09/09/2023	Airfare or train ticket			<input checked="" type="checkbox"/>	Reimburse to Employee	4,001.79 USD	1.00	4,001.79 USD
Flight estimate includes in country flight to China incl. VISA fee and associated transportation expense to obtain the VISA								
09/09/2023	Taxi/Rideshare			<input checked="" type="checkbox"/>	Reimburse to Employee	7.00 USD	1.00	7.00 USD
family member dropped to the airport - no mileage claim. JUST a TOLL of \$7.00								
09/10/2023	Taxi/Rideshare			<input checked="" type="checkbox"/>	Reimburse to Employee	25.00 USD	1.00	25.00 USD
the \$50 total expense equally shared with the chancellor. No receipt available due to lack of payment app..								
09/10/2023	Lodging			<input checked="" type="checkbox"/>	Reimburse to Employee	494.00 USD	1.00	494.00 USD
4-season beijing hotel			Number of Nights: 2		10254			
09/10/2023	Lodging Tax			<input checked="" type="checkbox"/>	Reimburse to Employee	107.56 USD	1.00	107.56 USD
lodging taxes								
09/14/2023	Lodging			<input checked="" type="checkbox"/>	Reimburse to Employee	494.00 USD	1.00	494.00 USD
lodging			Number of Nights: 2		10254			
09/14/2023	Lodging Tax			<input checked="" type="checkbox"/>	Reimburse to Employee	100.30 USD	1.00	100.30 USD
lodging taxes								
09/09/2023	Perdiem Meals Incidental			<input checked="" type="checkbox"/>	Reimburse to Employee	138.00 USD	1.00	138.00 USD
Employee Phone	Department	Entered By user	Receipt	Creation Date	Print Date	Page Number		
	251	MLIZARDO		10/05/2023	4/24/2024	Page 1 of 4		

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Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description	Additional Information			Merchant	Location			
per diem meals								
10254								
09/10/2023	Perdiem Meals Incidental			<input checked="" type="checkbox"/>	Reimburse to Employee	138.00 USD	1.00	138.00 USD
per diem meal								
10254								
09/11/2023	Perdiem Meals Incidental			<input checked="" type="checkbox"/>	Reimburse to Employee	138.00 USD	1.00	138.00 USD
per diem meal								
10254								
09/12/2023	Perdiem Meals Incidental			<input checked="" type="checkbox"/>	Reimburse to Employee	138.00 USD	1.00	138.00 USD
per diem meal								
10254								
09/13/2023	Perdiem Meals Incidental			<input checked="" type="checkbox"/>	Reimburse to Employee	138.00 USD	1.00	138.00 USD
per diem meal								
10254								
09/14/2023	Perdiem Meals Incidental			<input checked="" type="checkbox"/>	Reimburse to Employee	138.00 USD	1.00	138.00 USD
per diem meal								
10254								
09/15/2023	Perdiem Meals Incidental			<input checked="" type="checkbox"/>	Reimburse to Employee	138.00 USD	1.00	138.00 USD
per diem meal								
10254								
09/16/2023	Perdiem Meals Incidental			<input checked="" type="checkbox"/>	Reimburse to Employee	138.00 USD	1.00	138.00 USD
per diem meal								
10254								
09/13/2023	Lodging			<input checked="" type="checkbox"/>	Reimburse to Employee	338.00 USD	1.00	338.00 USD
Employee Phone	Department	Entered By user	Receipt	Creation Date	Print Date	Page Number		
	251	MLIZARDO		10/05/2023	4/24/2024	Page 2 of 4		

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<b>Employee</b> Diana Bajrami	<b>Employee ID</b> 10004874
<b>Reference</b> OOCS	<b>Business Purpose</b> Conference

**Expense Lines**

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description	Additional Information			Merchant	Location			
Hangzhou hotel		Number of Nights: 2					11129	
09/13/2023	Lodging Tax			<input checked="" type="checkbox"/>	Reimburse to Employee	116.42 USD	1.00	116.42 USD
taxes							10254	
09/12/2023	Taxi/Rideshare			<input checked="" type="checkbox"/>	Reimburse to Employee	20.00 USD	1.00	20.00 USD
\$40.00 paid in CASH, the \$ 20 charge was shared equally with the chancellor... unable to get a receipt as the accepted payment was only We chat that did not work							10254	
09/14/2023	Taxi/Rideshare			<input checked="" type="checkbox"/>	Reimburse to Employee	11.05 USD	1.00	11.05 USD
SEE WECHAT receipt incl. 9/13 transportation of \$9.70 - going to the university and back shared equally with Chancellor							10254	
09/16/2023	Taxi/Rideshare			<input checked="" type="checkbox"/>	Reimburse to Employee	101.00 USD	1.00	101.00 USD
PAID in CASH split w/chancellor for a total of \$40. Additional \$81.00 UBER from SFO to home. (\$20 + \$81 = \$101)							10254	
09/09/2023	Emergency Misc. Operating Cost			<input checked="" type="checkbox"/>	Reimburse to Employee	90.00 USD	1.00	90.00 USD
other internet (overseas) connection fees international fee of \$10 per day x 9 days = \$90. this was the only way to stay connected and submit all college approvals' due to restrictions on internet access								

<b>Employee Expenses</b>		<b>7,010.12 USD</b>
<b>Cash Advances Applied</b>		<b>0.00 USD</b>
<b>Non-Reimbursable Expenses</b>		<b>0.00 USD</b>

Employee Phone	Department	Entered By user	Receipt	Creation Date	Print Date	Page Number
	251	MLIZARDO		10/05/2023	4/24/2024	Page 3 of 4

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**Expense Lines**

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description	Additional Information			Merchant	Location			
<b>Prepaid Expenses</b>								<b>0.00 USD</b>
<b>Amount Due to Supplier</b>								<b>0.00 USD</b>
<b>Amount Due to Employee</b>								<b>7,010.12 USD</b>

Employee Phone	Department	Entered By user	Receipt	Creation Date	Print Date	Page Number
	251	MLIZARDO		10/05/2023	4/24/2024	Page 4 of 4

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Report 000001232	
Employee Jannett Jackson	Employee ID 10005489
Reference OCCS	Business Purpose Conference

Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description		Additional Information			Merchant	Location		
09/09/2023	Airfare or train ticket			<input checked="" type="checkbox"/>	Reimburse to Employee	3,549.65 USD	1.00	3,549.65 USD
Cathay Pacific Receipt- SFO to Hong Kong						10254		
09/10/2023	Taxi/Rideshare		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Reimburse to Employee	25.00 USD	1.00	25.00 USD
\$50 equally shared cost with President Bajrami. Cash payment as no other form of payment was accepted. No receipt available. Reimbursement to Chancellor for her portion of the shared payment.						10254		
09/10/2023	Lodging			<input checked="" type="checkbox"/>	Paid to Vendor in AP	713.28 USD	1.00	713.28 USD
Four Seasons Hotel, Beijing, 9/10/23 - 9/12/23		Number of Nights: 2				10254		
09/14/2023	Lodging			<input checked="" type="checkbox"/>	Paid to Vendor in AP	683.42 USD	1.00	683.42 USD
Four Seasons Hotel, Beijing, 9/14/23 - 9/16/23		Number of Nights: 2				10254		
09/09/2023	Per Diem Meals Incidental			<input checked="" type="checkbox"/>	Reimburse to Employee	138.00 USD	1.00	138.00 USD
Meals and Incidentals						10254		
09/10/2023	Per Diem Meals Incidental			<input checked="" type="checkbox"/>	Reimburse to Employee	138.00 USD	1.00	138.00 USD
Meals and Incidentals						10254		
09/11/2023	Per Diem Meals Incidental			<input checked="" type="checkbox"/>	Reimburse to Employee	138.00 USD	1.00	138.00 USD
Meals and Incidentals						10254		
09/12/2023	Per Diem Meals Incidental			<input checked="" type="checkbox"/>	Reimburse to Employee	138.00 USD	1.00	138.00 USD
Meals and Incidentals						10254		
Employee Phone	Department	Entered By user	Receipt	Creation Date	Print Date	Page Number		
	112	TACHETTAHENRY		11/02/2023	4/24/2024	Page 1 of 3		

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Report 0000001232	
Employee Jannett Jackson	Employee ID 10005489
Reference OCS	Business Purpose Conference

**Expense Lines**

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description	Additional Information			Merchant	Location			
Meals and Incidentals								
09/13/2023	Per diem Meals Incidental			<input checked="" type="checkbox"/>	Reimburse to Employee	138.00 USD	1.00	138.00 USD
Meals and Incidentals								
09/14/2023	Per diem Meals Incidental			<input checked="" type="checkbox"/>	Reimburse to Employee	138.00 USD	1.00	138.00 USD
Meals and Incidentals								
09/15/2023	Per diem Meals Incidental			<input checked="" type="checkbox"/>	Reimburse to Employee	138.00 USD	1.00	138.00 USD
Meals and Incidentals								
09/16/2023	Per diem Meals Incidental			<input checked="" type="checkbox"/>	Reimburse to Employee	138.00 USD	1.00	138.00 USD
Meals and Incidentals								
09/12/2023	Taxi/Rideshare			<input checked="" type="checkbox"/>	Reimburse to Employee	20.00 USD	1.00	20.00 USD
\$40 equally shared cost with President Bajrami. Cash payment as no other form of payment was accepted. No receipt available. Reimbursement to Chancellor for her portion of the shared payment.								
09/16/2023	Taxi/Rideshare			<input checked="" type="checkbox"/>	Reimburse to Employee	20.00 USD	1.00	20.00 USD
\$40 equally shared cost with President Bajrami. Cash payment as no other form of payment was accepted. No receipt available. Reimbursement to Chancellor for her portion of the shared payment.								
09/14/2023	Taxi/Rideshare			<input checked="" type="checkbox"/>	Reimburse to Employee	11.05 USD	1.00	11.05 USD

Employee Phone	Department	Entered By user	Receipt	Creation Date	Print Date	Page Number
	112	TACHETTAHENRY		11/02/2023	4/24/2024	Page 2 of 3

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Report 0000001232	
Employee Jannett Jackson	Employee ID 10005489
Reference OCS	Business Purpose Conference

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Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount
Description	Additional Information			Merchant	Location			
We Chat electronic payment- \$22.20 shared cost with President Bajrami								
09/13/2023	Lodging			<input checked="" type="checkbox"/>	Paid to Vendor in AP	454.42 USD	1.00	454.42 USD
Kempinski Hotel Hangzhou								
Number of Nights: 1								
09/12/2023	Airfare or train ticket			<input checked="" type="checkbox"/>	Reimburse to Employee	926.00 USD	1.00	926.00 USD
Air China Airlines								

Employee Expenses	7,506.82 USD
Cash Advances Applied	0.00 USD
Non-Reimbursable Expenses	0.00 USD
Prepaid Expenses	1,851.12 USD
Amount Due to Supplier	0.00 USD
Amount Due to Employee	5,655.70 USD