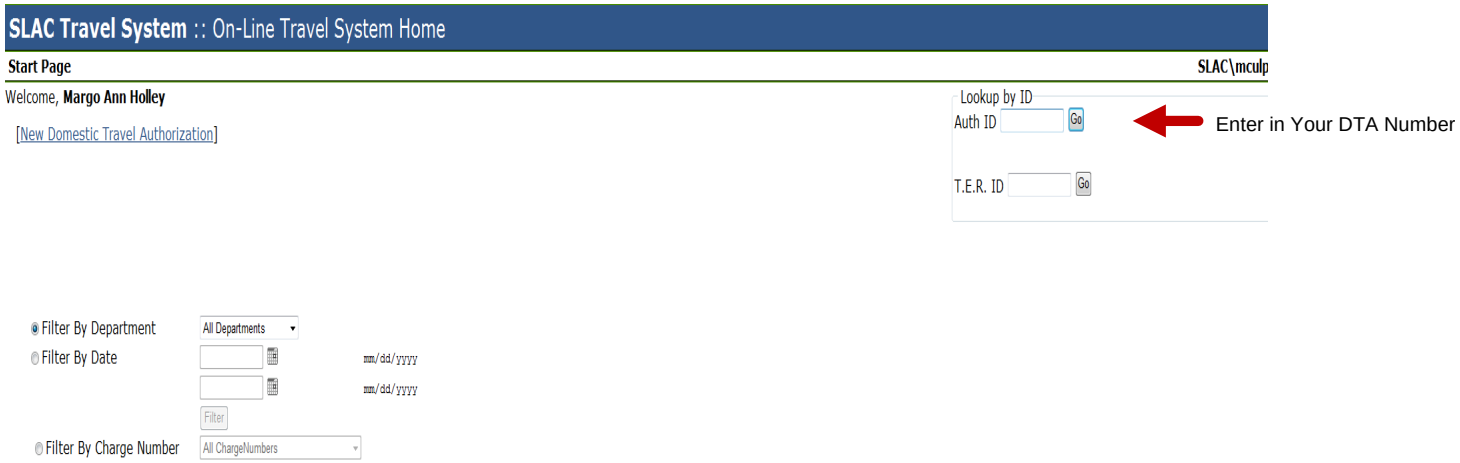
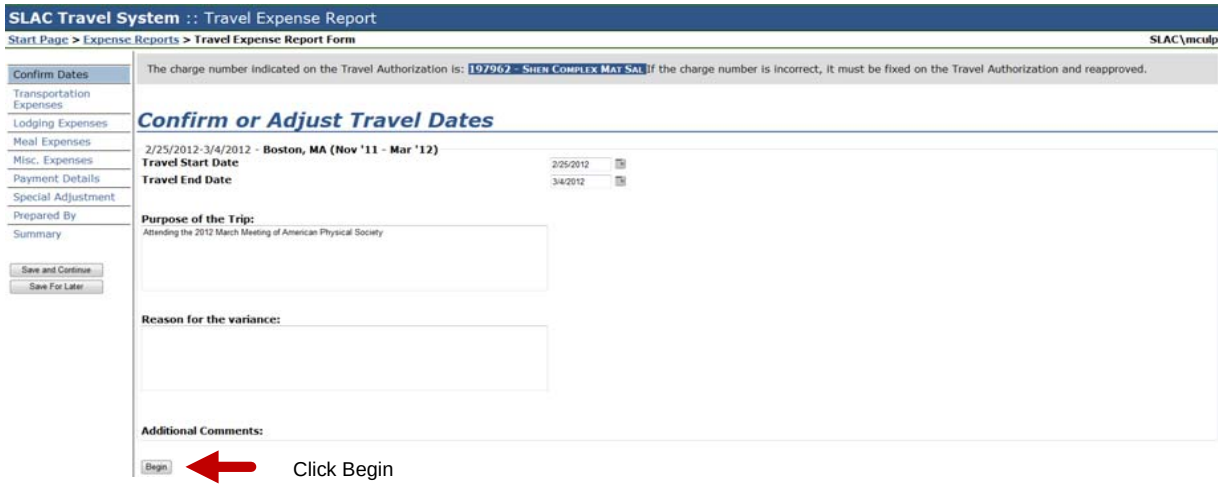
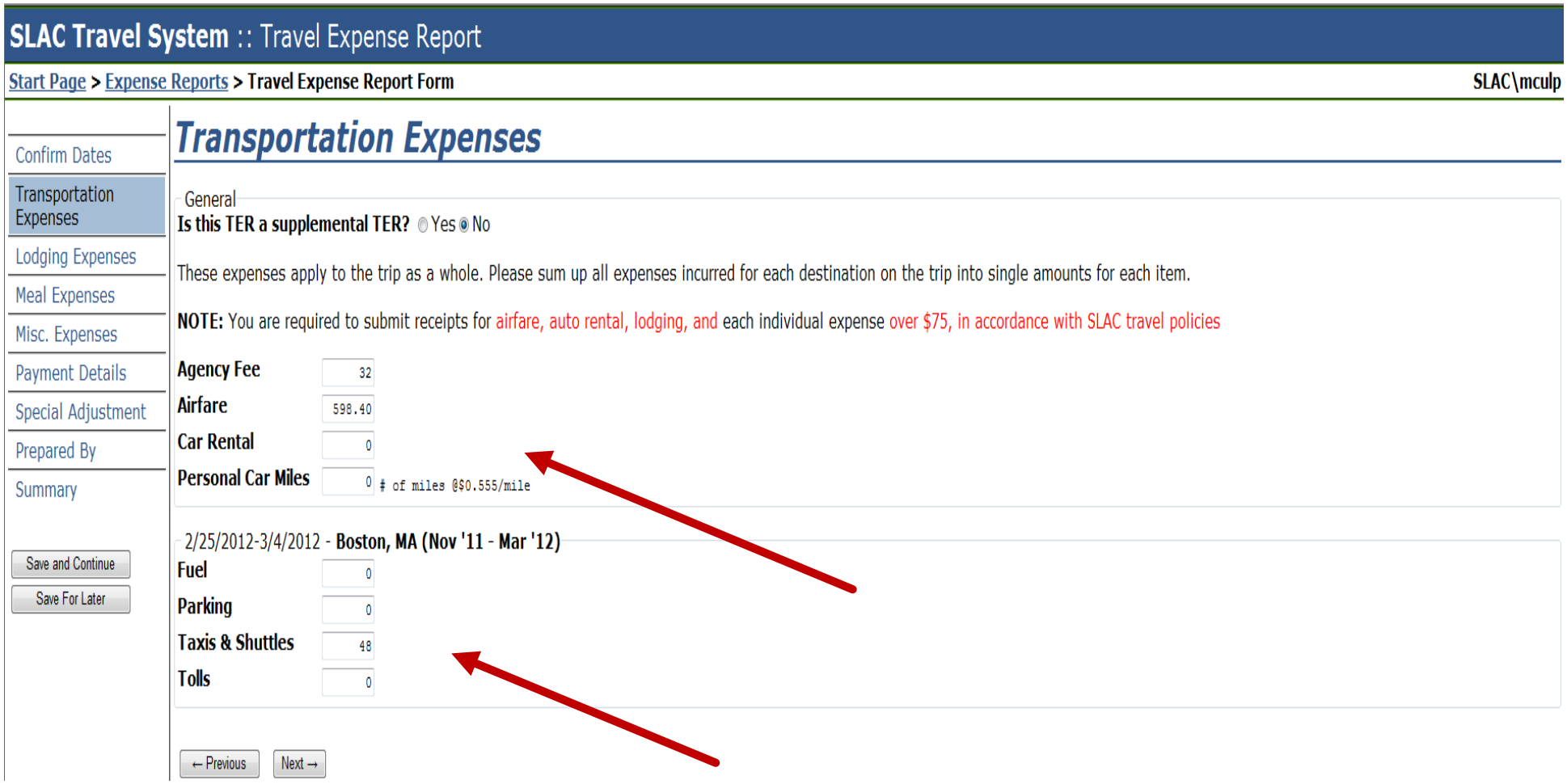
Go to the following link to create your
(DTER) Domestic Travel Expense Report
https://www-bis2.slac.stanford.edu/slaconly/TravelSystem/



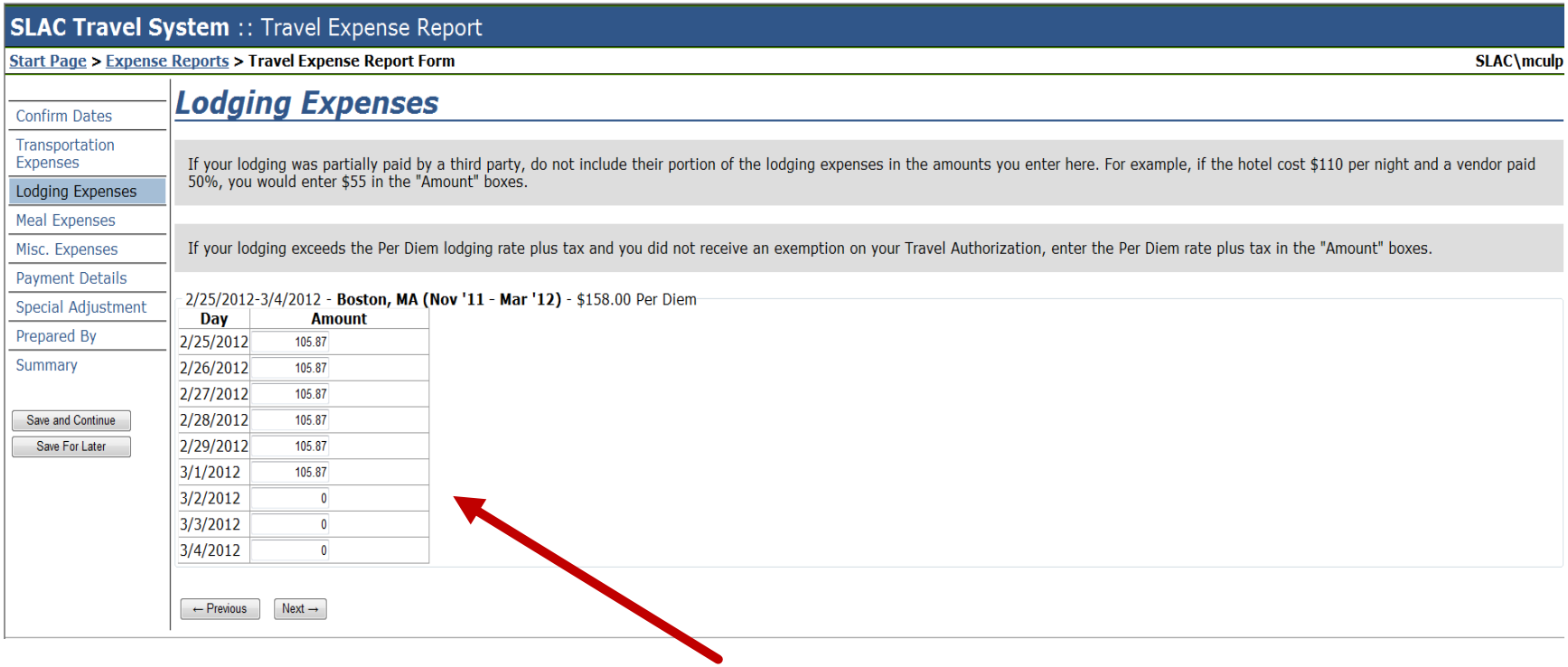
STEP 1: Enter in your DTA Number and Click "Expense Report



STEP 2: Make changes to defaults and click "Begin" to get started



STEP 3: Enter in Transportation expenses



STEP 4: Enter in Lodging Expense

SLAC Travel System :: Travel Expense Report

Start Page > Expense Reports > **Travel Expense Report Form** SLAC\mculp

- Confirm Dates
- Transportation Expenses
- Lodging Expenses
- Meal Expenses
- Misc. Expenses
- Payment Details
- Special Adjustment
- Prepared By
- Summary

Save and Continue

Save For Later

Meal Expenses

Check only the meals which were not provided for you by a third party. SLAC cannot reimburse meals included in the cost of the conference registration. Even if you choose not to eat those meals, you cannot be reimbursed as SLAC has already paid for those meals.

NOTE: The M&IE allowance is 75% of the full day rate for the first and last day of business travel. The adjustment is not reflected on this page but will be included in the final calculation.

2/25/2012-3/4/2012 - **Boston, MA (Nov '11 - Mar '12)** - $71.00 Per Diem

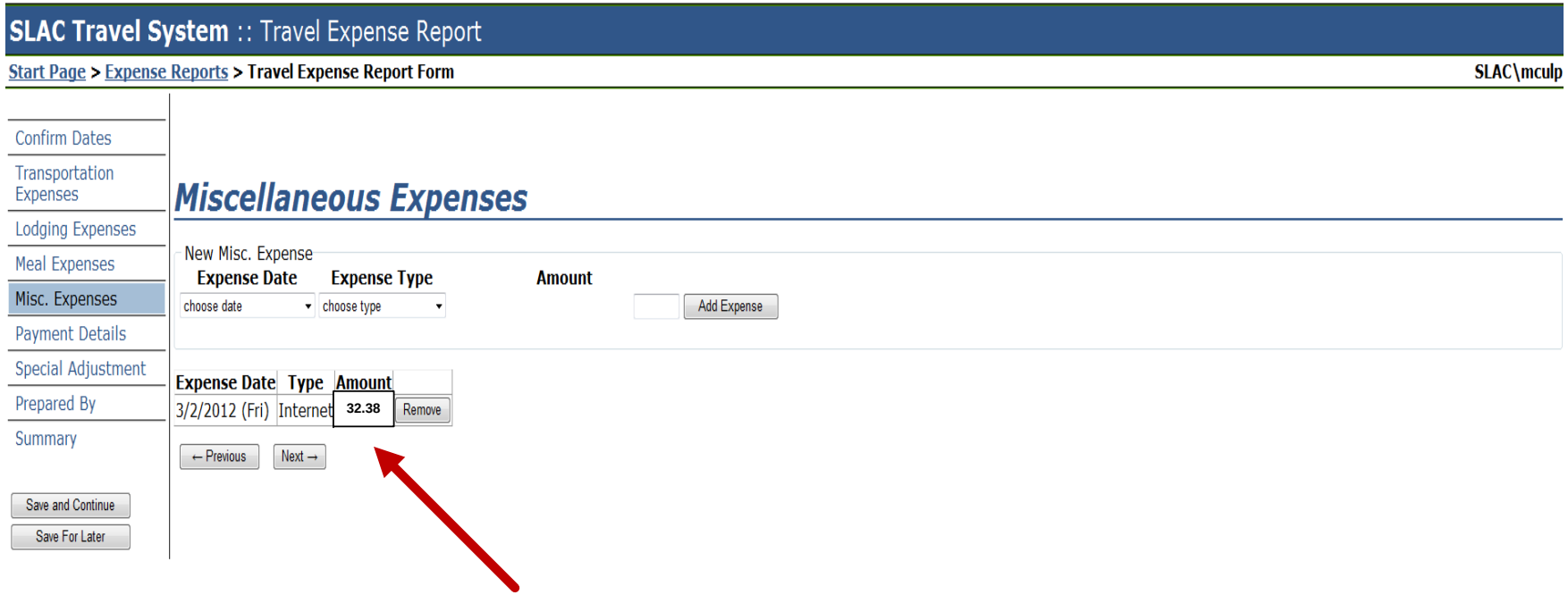
Check All | Breakfast | Lunch | Dinner | Incidental

*Un*check All | Breakfast | Lunch | Dinner | Incidental

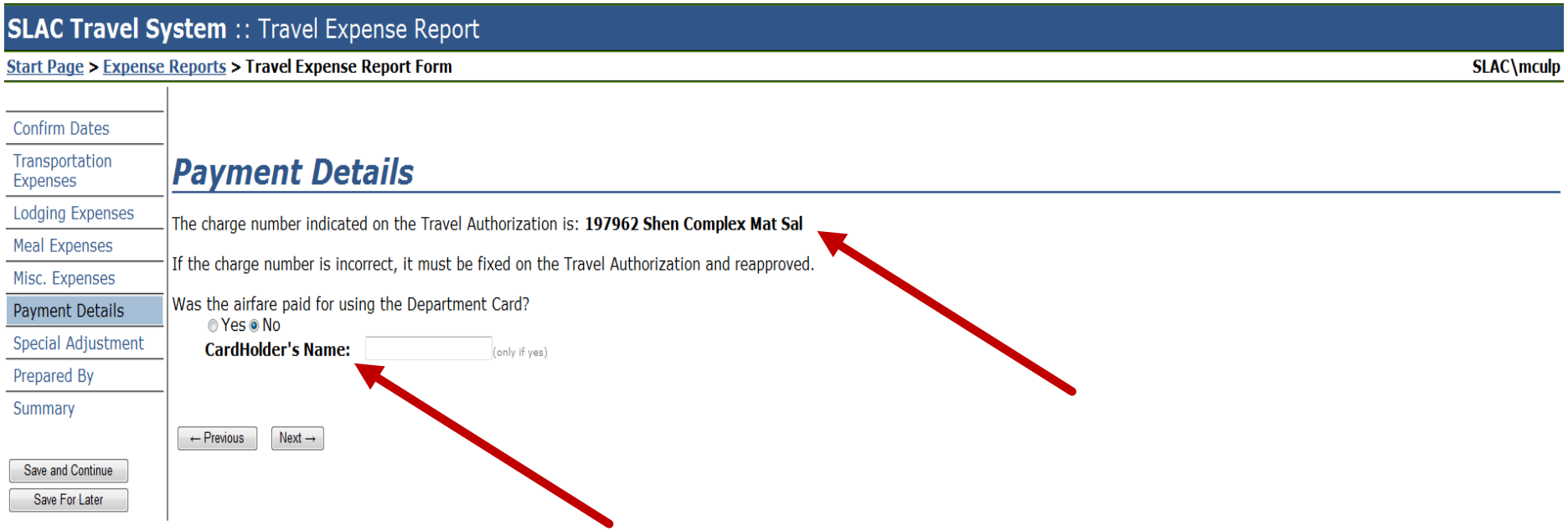
Day	Breakfast	Lunch	Dinner	Incidentals
2/25/2012 (Sat)	☑ $12.00	☑ $18.00	☑ $36.00	☑ $5.00
2/26/2012 (Sun)	☑ $12.00	☑ $18.00	☑ $36.00	☑ $5.00
2/27/2012 (Mon)	☑ $12.00	☑ $18.00	☑ $36.00	☑ $5.00
2/28/2012 (Tue)	☑ $12.00	☑ $18.00	☑ $36.00	☑ $5.00
2/29/2012 (Wed)	☑ $12.00	☑ $18.00	☑ $36.00	☑ $5.00
3/1/2012 (Thu)	☑ $12.00	☑ $18.00	☑ $36.00	☑ $5.00
3/2/2012 (Fri)	☑ $12.00	☑ $18.00	☑ $36.00	☑ $5.00
3/3/2012 (Sat)	☑ $12.00	☑ $18.00	☑ $36.00	☑ $5.00
3/4/2012 (Sun)	☑ $12.00	☑ $18.00	☑ $36.00	☑ $5.00

← Previous Next →

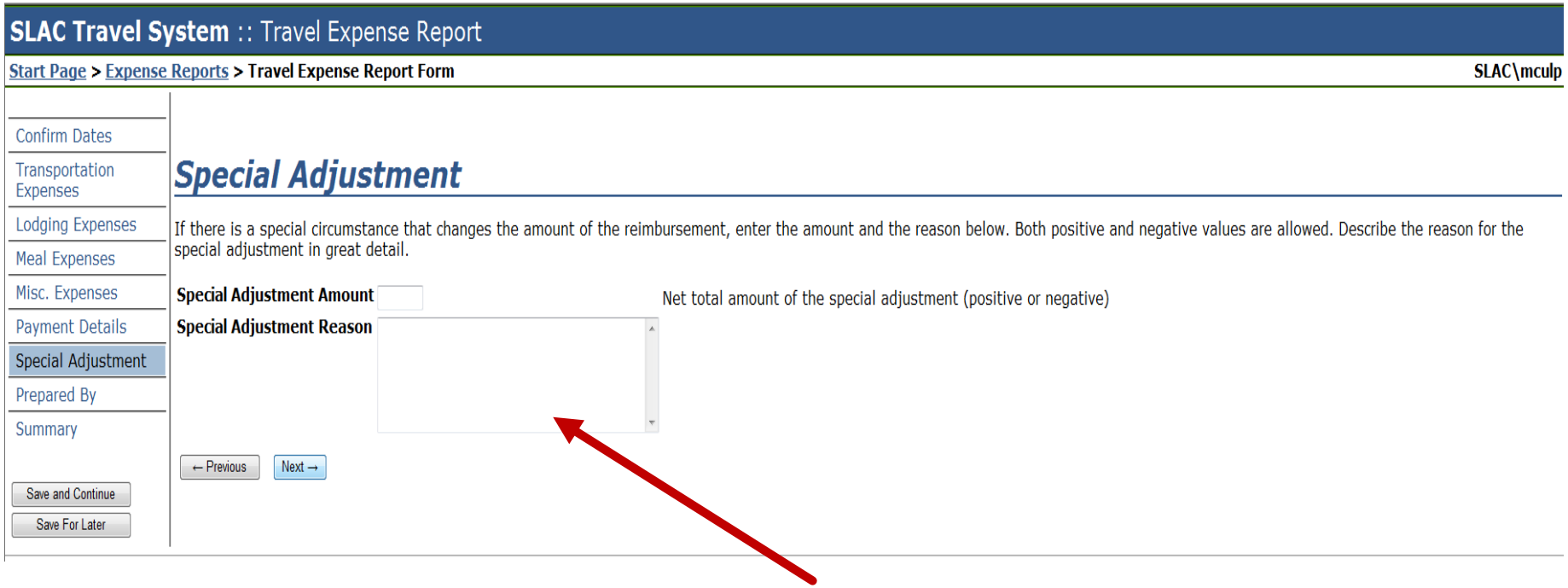
STEP 5: Enter in Meal expenses



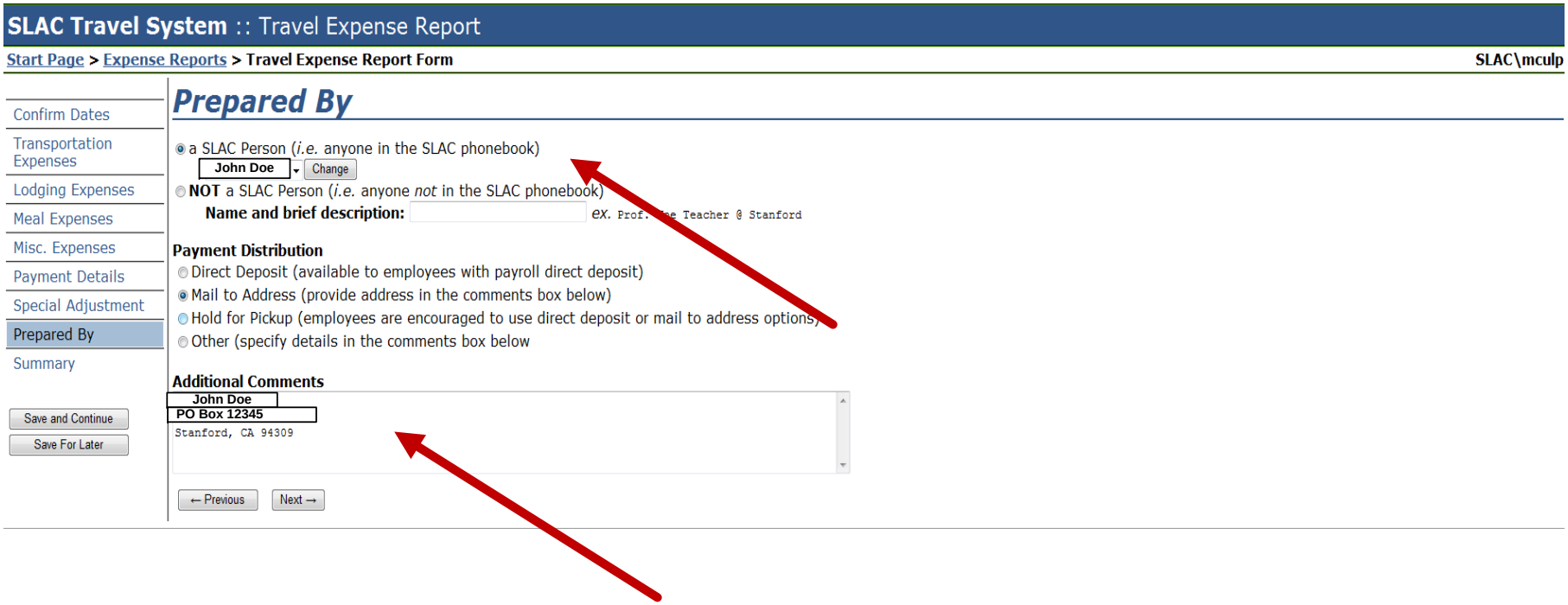
STEP 6: Enter in Miscellaneous expenses – such as: Internert expense



STEP 7: Review Payment Details – and accept default "No" if you paid expenses with your Personal Visa Card



STEP 8: Make Special Adjustment and include reason



STEP 9: You are considered a SLAC Person if you have a SLAC email account – so select "SLAC Person" - choose Payment Distribution (if you choose Mail to: include your mailing address – in the Additional Comments field

Transportation Expenses
Lodging Expenses
Meal Expenses
Misc. Expenses
Payment Details
Special Adjustment
Prepared By
Summary

Save and Continue
Save For Later

Expense Report 47598 (for Travel Authorization 46500)

Traveler John Doe | 123555, x0, jdoe@SLAC.Stanford.edu
Charge# 555999 Shen Complex Mat Sal
Status Open for editing
Creator John Doe | 123555, x0, jdoe@SLAC.Stanford.edu

Destination	Start Date	End Date	Lodging	M&IE
Boston, MA (Nov '11 - Mar '12)	2/25/2012	3/4/2012	$158.00	$71.00

Expense Summary

Cost Description	Expense Date	Category	Amount	
Agency Fee	N/A	Transportation	$32.00	
Airfare	N/A	Transportation	$598.40	
Taxis & Shuttles	N/A	Transportation	$48.00	
Lodging Expense	02/25/2012	Lodging	$105.87	
Meal Expense	02/25/2012	Meals	$53.25	($12.00B + $18.00L + $36.00D + $5.00I) * 75 %
Lodging Expense	02/26/2012	Lodging	$105.87	
Meal Expense	02/26/2012	Meals	$71.00	$12.00B + $18.00L + $36.00D + $5.00I
Lodging Expense	02/27/2012	Lodging	$105.87	
Meal Expense	02/27/2012	Meals	$71.00	$12.00B + $18.00L + $36.00D + $5.00I
Lodging Expense	02/28/2012	Lodging	$105.87	
Meal Expense	02/28/2012	Meals	$71.00	$12.00B + $18.00L + $36.00D + $5.00I
Lodging Expense	02/29/2012	Lodging	$105.87	
Meal Expense	02/29/2012	Meals	$71.00	$12.00B + $18.00L + $36.00D + $5.00I
Lodging Expense	03/01/2012	Lodging	$105.87	
Meal Expense	03/01/2012	Meals	$71.00	$12.00B + $18.00L + $36.00D + $5.00I
Meal Expense	03/02/2012	Meals	$53.25	($12.00B + $18.00L + $36.00D + $5.00I) * 75 %
Internet	03/02/2012	Miscellaneous	32.38	
Meal Expense	03/03/2012	Meals	$71.00	$12.00B + $18.00L + $36.00D + $5.00I
Meal Expense	03/04/2012	Meals	$53.25	($12.00B + $18.00L + $36.00D + $5.00I) * 75 %

Payment Distribution: Mail to Address
Additional Comments: John Doe | PO Box 12345 Stanford, CA 94309

Since government regulations change frequently, the Travel Office may need to override any numbers calculated by this system

Total Amount Requested	$1931.75	
Traveler's Checks Advanced	$0.00	
Card's Holder Name		
SLAC Pays Traveler		
SLAC Pays Department Card		
Traveler Owes Department Card		

Previous Save for Later

STEP 10: Review your Expense Report before submitting

Edit
Edit this Travel Expense Report.

Print and Submit
When you are finished editing this Expense Report, you must print it and submit it to the Travel Reimbursement Office.

Expense Report 47598 (for Travel Authorization 46500)

Traveler John Doe 123555, x0, jdoe@SLAC.Stanford.edu
Charge# 555999 Shen Complex Mat Sal
Status Open for editing
Creator John Doe 123555, x0, jdoe@SLAC.Stanford.edu

Destination	Start Date	End Date	Lodging	M&IE
Boston, MA (Nov '11 - Mar '12)	2/25/2012	3/4/2012	$158.00	$71.00

Expense Summary

Cost Description	Expense Date	Category	Amount	
Agency Fee	N/A	Transportation	$32.00	
Airfare	N/A	Transportation	$598.40	
Taxis & Shuttles	N/A	Transportation	$48.00	
Lodging Expense	02/25/2012	Lodging	$105.87	
Meal Expense	02/25/2012	Meals	$53.25	($12.00B + $18.00L + $36.00D + $5.00I) * 75 %
Lodging Expense	02/26/2012	Lodging	$105.87	
Meal Expense	02/26/2012	Meals	$71.00	$12.00B + $18.00L + $36.00D + $5.00I
Lodging Expense	02/27/2012	Lodging	$105.87	
Meal Expense	02/27/2012	Meals	$71.00	$12.00B + $18.00L + $36.00D + $5.00I
Lodging Expense	02/28/2012	Lodging	$105.87	
Meal Expense	02/28/2012	Meals	$71.00	$12.00B + $18.00L + $36.00D + $5.00I
Lodging Expense	02/29/2012	Lodging	$105.87	
Meal Expense	02/29/2012	Meals	$71.00	$12.00B + $18.00L + $36.00D + $5.00I
Lodging Expense	03/01/2012	Lodging	$105.87	
Meal Expense	03/01/2012	Meals	$71.00	$12.00B + $18.00L + $36.00D + $5.00I
Meal Expense	03/02/2012	Meals	$53.25	($12.00B + $18.00L + $36.00D + $5.00I) * 75 %
Internet	03/02/2012	Miscellaneous	$32.38	
Meal Expense	03/03/2012	Meals	$71.00	$12.00B + $18.00L + $36.00D + $5.00I
Meal Expense	03/04/2012	Meals	$53.25	($12.00B + $18.00L + $36.00D + $5.00I) * 75 %

Payment Distribution: Mail to Address
Additional Comment John Doe PO Box 12345 Stanford, CA 94309

Since government regulations change frequently, the Travel Office may need to override any numbers calculated by this system

Total Amount Requested	$1931.75	
Traveler's Checks Advanced	$0.00	
Card's Holder Name		
SLAC Pays Traveler		
SLAC Pays Department Card		
Traveler Owes Department Card		

STEP 11: Click "Print and Submit" to Print the report and submit

Expense Report 47598 (for Travel Authorization 46500)

Traveler John Doe 123555, x0, jdoe@SLAC.Stanford.edu
Charge# 555999 Shen Complex Mat Sal
Status Open for editing
Creator John Doe 123555, x0, jdoe@SLAC.Stanford.edu

Destination	Start Date	End Date	Lodging	M&IE
Boston, MA (Nov '11 - Mar '12)	2/25/2012	3/4/2012	$158.00	$71.00

Expense Summary

Cost Description	Expense Date	Category	Amount	
Agency Fee	N/A	Transportation	$32.00	
Airfare	N/A	Transportation	$598.40	
Taxis & Shuttles	N/A	Transportation	$48.00	
Lodging Expense	02/25/2012	Lodging	$105.87	
Meal Expense	02/25/2012	Meals	$53.25	($12.00B + $18.00L + $36.00D + $5.00I) * 75 %
Lodging Expense	02/26/2012	Lodging	$105.87	
Meal Expense	02/26/2012	Meals	$71.00	$12.00B + $18.00L + $36.00D + $5.00I
Lodging Expense	02/27/2012	Lodging	$105.87	
Meal Expense	02/27/2012	Meals	$71.00	$12.00B + $18.00L + $36.00D + $5.00I
Lodging Expense	02/28/2012	Lodging	$105.87	
Meal Expense	02/28/2012	Meals	$71.00	$12.00B + $18.00L + $36.00D + $5.00I
Lodging Expense	02/29/2012	Lodging	$105.87	
Meal Expense	02/29/2012	Meals	$71.00	$12.00B + $18.00L + $36.00D + $5.00I
Lodging Expense	03/01/2012	Lodging	$105.87	
Meal Expense	03/01/2012	Meals	$71.00	$12.00B + $18.00L + $36.00D + $5.00I
Meal Expense	03/02/2012	Meals	$53.25	($12.00B + $18.00L + $36.00D + $5.00I) * 75 %
Internet	03/02/2012	Miscellaneous	$32.38	
Meal Expense	03/03/2012	Meals	$71.00	$12.00B + $18.00L + $36.00D + $5.00I
Meal Expense	03/04/2012	Meals	$53.25	($12.00B + $18.00L + $36.00D + $5.00I) * 75 %

Payment Distribution: Mail to Address
Additional Comments John Doe PO Box 12345 1 Stanford, CA 94309

Since government regulations change frequently, the Travel Office may need to override any numbers calculated by this system

Total Amount Requested	$1931.75	
Traveler's Checks Advanced	$0.00	
Card's Holder Name		
SLAC Pays Traveler		
SLAC Pays Department Card		
Traveler Owes Department Card		

Traveler hereby certifies that, except as otherwise noted, the information submitted on this expense

report reflects only expenses incurred by the traveler during official business of Stanford Linear Accelerator Center on the dates shown. The Travel Expense Report reflects all discounts, reductions, trade-ins, or offsets whatsoever, which reduce the expenses actually incurred.

Traveler's Signature _____

Business Manager's Signature _____

Date _____

The following information is for Travel Department Use:

Destination	Purpose	Comments
Boston, MA (Nov '11 - Mar '12)	Attending the 2012 March Meeting of American Physical Society	

STEP 12: Submit the DTER with your signature and receipts to the SIMES Travel Specialist. The SIMES Travel Specialist is responsible for reviewing the DTER (catching errors), getting the Business Manager's approval and sending the Expense Report to the Travel Office.

TRAVEL RECEIPTS

Created 1/20/2012 12:50 AM GMT

800-338-1308

Summit TRAVEL GROUP

If email attachments are not compatible with your company calendar configuration, click on the links below to add to your calendar.
For a single calendar entry click here.

Travel Itinerary

Agency Booking Confirmation Number: **RBH062**

Passenger Names

John Doe SLAC

JETBLUE AIRWAYS - Flight Number 632 — **Confirmation: BUEHUG**

Departure: Sat, 2/25/2012 7:00 AM
Departure City: San Francisco, CA (SFO)
Departing Terminal: I
Status: Confirmed

Arrival: Sat, 2/25/2012 3:24 PM
Arrival City: Boston, MA (BOS)
Arrival Terminal: C
Class of Service: B - Economy

Equipment: 320
Meal:
Travel Time: 5 hour(s) 24 minute(s)
Add flight to Calendar

Seat Assignments John Doe - 18C

NO CAR OR HOTEL RESERVED PER CLIENT

JETBLUE AIRWAYS - Flight Number 1015 — **Confirmation: BUEHUG**

Departure: Fri, 3/2/2012 2:54 PM
Departure City: Boston, MA (BOS)
Departing Terminal: C
Status: Confirmed

Arrival: Fri, 3/2/2012 4:20 PM
Arrival City: New York Kennedy, NY (JFK)
Arrival Terminal: 5
Class of Service: O - Economy

Equipment: 320
Meal:
Travel Time: 1 hour(s) 26 minute(s)
Add flight to Calendar

Seat Assignments John Doe - 17D

JETBLUE AIRWAYS - Flight Number 645 — **Confirmation: BUEHUG**

Departure: Sun, 3/4/2012 7:30 PM
Departure City: New York Kennedy, NY (JFK)
Departing Terminal: 5
Status: Confirmed

Arrival: Sun, 3/4/2012 11:16 PM
Arrival City: San Francisco, CA (SFO)
Arrival Terminal: I
Class of Service: U - Economy

Equipment: 320
Meal:
Travel Time: 6 hour(s) 46 minute(s)
Add flight to Calendar

Seat Assignments John Doe - 13D

Invoice Detail

Name: John Doe

Jetblue Airways Ticket: 2797022082865 — **Issue Date:** 1/19/2012 — **Amount:** $598.40

Professional Fee Number: 8900555094870 — **Issue Date:** 1/20/2011 — **Amount:** $32.00

Total Fare: $630.40

Your total has been charged to ending in 0945

Frequent Flyer Info

General Remarks

Notification of changes/cancellations required prior to
Flight time to retain ticket value
For travel assistance please call 800-338-1308
Fees apply for emergency after hours assistance
Please check with airlines website for online check in and
FARES ARE SUBJECT TO CHANGE UNTIL TICKETED
PLEASE REVIEW YOUR ITINERARY AND REPORT ANY DISCREPANCIES WITHIN
24 HOURS OF TICKET ISSUANCE. SUMMIT TRAVEL GROUP/AMERICAN EXPRESS
IS NOT RESPONSIBLE FOR UNREPORTED DISCREPANCIES**THANK YOU**
CHANGE OR CANCEL TICKET BEFORE FLIGHT TO RETAIN VALUE

Airfare Receipt

jetBlue

NAME John Doe
DATE 25FEB
FQTV

BUEHUG BOARDING TIME
630A

FLT B6 632 SAN FRANCISCO, C
BOSTON, MA

OK TO BOARD
SEQ62

GATE A11 SEAT 18C

E - T I C K E T
2797022082865
BOARDING PASS SFOSSK104

jetBlue

NAME John Doe
DATE 25FEB
FQTV
FLT B6 632
ET2797022082865

SFOSSK104
GATE SEAT
A11 18C

SEQ62 DEP SFO 700A
ARR BOS 324P
BOARDING TIME 630A

jetBlue

NAME John Doe
DATE 02MAR
FQTV

BUEHUG BOARDING TIME
10868 224P

FLT B6 1015 BOSTON, MA
NEW YORK, NY

OK TO BOARD
SEQ107

GATE C36 SEAT 17D

E - T I C K E T
2797022082865
BOARDING PASS BOSK01

jetBlue

NAME John Doe
DATE 02MAR
FQTV
FLT B6 1015
ET2797022082865

BOSK01
GATE SEAT
C36 17D

SEQ107 DEP BOS 254P
ARR JFK 420P
BOARDING TIME 224P

jetBlue

NAME John Doe
DATE 04MAR
FQTV

BUEHUG BOARDING TIME
700P

FLT B6 645 NEW YORK, NY
SAN FRANCISCO, C

OK TO BOARD
SEQ143

GATE 20 SEAT 13D

E - T I C K E T
2797022082865
BOARDING PASS JFKK128

jetBlue

NAME John Doe
DATE 04MAR
FQTV
FLT B6 645
ET2797022082865

JFKK128
GATE SEAT
20 13D

SEQ143 DEP JFK 730P
ARR SFO 1050P
BOARDING TIME 700P

Boarding Pass

Gmail

Shuolong Yang <phyang023@gmail.com>

SFO-Boston-SFO fare quote

1 message

jdoe@Slac.Stanford.edu

Marilyn Prout <MarilynP@summittravelgroup.com> Wed, Jan 18, 2012 at 6:27 PM
To: syang2@stanford.edu

JAN 18 2012 ITIN
RBH062 01
STANFORD UNIVERSITY
SLAC NATIONAL ACCELERATOR LABRATORY
2575 SAND HILL ROAD
STANFORD CA 94025

STANFORD UNIVERISTY
SLAC NATIIONAL ACCELERATOR LABRATOR
2575 SAND HILL ROAD
STANFORD CA 94025

John Doe

YANG/SHUOLONG

25 FEB 12 - SATURDAY
JETBLUE 632 ECONOMY CLA EQUIP-AIRBUS A320 JET
DEPART TERMINAL- INTERNATIONAL LOCATOR B6 -BUEHUG
LV: SAN FRANCISCO 700A NONSTOP MILES- 2704 CONFIRMED
AR: BOSTON 324P ELAPSED TIME- 5:24
ARRIVAL TERMINAL-C

03 MAR 12 - SATURDAY
JETBLUE 633 COACH CLASS EQUIP-AIRBUS A320 JET
DEPART TERMINAL- C LOCATOR B6 -BUEHUG
LV: BOSTON 355P NONSTOP MILES- 2704 CONFIRMED
AR: SAN FRANCISCO 735P ELAPSED TIME- 6:40
ARRIVAL TERMINAL-INTERNATIONAL

FARES ARE SUBJECT TO CHANGE UNTIL TICKETED
PLEASE REVIEW YOUR ITINERARY AND REPORT ANY DISCREPANCIES WITHIN
24 HOURS OF TICKET ISSUANCE. SUMMIT TRAVEL GROUP/AMERICAN EXPRESS
IS NOT RESPONSIBLE FOR UNREPORTED DISCREPANCIES**THANK YOU**

NOTIFICATION OF CHANGES/CANCELLATIONS REQUIRED PRIOR TO
FLIGHT TIME TO RETAIN TICKET VALUE
FOR TRAVEL ASSISTANCE PLEASE CALL 800-338-1308
FEES APPLY FOR EMERGENCY AFTER HOURS ASSISTANCE
PLEASE CHECK WITH AIRLINES WEBSITE FOR ONLINE CHECK IN AND
BAGGAGE REQUIREMENTS FOR YOUR ITINERARY

AMOUNT	493.02 TAX	58.58 TTL	551.60	
	SUB TOTAL	551.60		
	AMOUNT DUE	551.60		

Marilyn Prout
Executive & International Consultant
Business Travel Solutions

Summit Travel Group/American Express
Phone: 650-688-3578
Fax: 650-688-3546
Email: MarilynP@summittravelgroup.com

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Airfare Price Comparison – due to Personal Days

John Doe

121 Campus Drive Apt1212a
Palo Alto, CA 94305

APB21

room	463
rate	185.00
guests	1
folio	814557 A
pax	1
arrival	25-FEB-12 16:21
depart	02-MAR-12
payment	VI

date	reference	description	charges/credits
25-FEB-12	RT463	Room Chrg Grp Association	185.00
25-FEB-12	RT463	Convention Tax	5.09
25-FEB-12	RT463	City Tax	11.10
25-FEB-12	RT463	Occupancy/Tourism Tax	10.55
25-FEB-12	1	Internet Service In Room	12.95
26-FEB-12	RT463	Room Chrg Grp Association	185.00
26-FEB-12	RT463	Convention Tax	5.09
26-FEB-12	RT463	City Tax	11.10
26-FEB-12	RT463	Occupancy/Tourism Tax	10.55
27-FEB-12	RT463	Room Chrg Grp Association	185.00
27-FEB-12	RT463	Convention Tax	5.09
27-FEB-12	RT463	City Tax	11.10
27-FEB-12	RT463	Occupancy/Tourism Tax	10.55
27-FEB-12	1	Internet Service In Room	12.95
28-FEB-12	RT463	Room Chrg Grp Association	185.00
28-FEB-12	RT463	Convention Tax	5.09
28-FEB-12	RT463	City Tax	11.10
28-FEB-12	RT463	Occupancy/Tourism Tax	10.55
28-FEB-12	1	Internet Service In Room	12.95
29-FEB-12	RT463	Room Chrg Grp Association	185.00
29-FEB-12	RT463	Convention Tax	5.09
29-FEB-12	RT463	City Tax	11.10
29-FEB-12	RT463	Occupancy/Tourism Tax	10.55
29-FEB-12	1	Internet Service In Room	12.95
01-MAR-12	RT463	Room Chrg Grp Association	185.00
01-MAR-12	RT463	Convention Tax	5.09
01-MAR-12	RT463	City Tax	11.10
01-MAR-12	RT463	Occupancy/Tourism Tax	10.55
01-MAR-12	1	Internet Service In Room	12.95
02-MAR-12	AX	American Express	667.59-

For Authorization Purposes Only

** continued on the next page **

John Doe

FOLIO			ROOM	DEPART	AGENT
FOLIO	814557	25-FEB-12	463		

WESTIN

Itemized Lodging Receipt – Shared Room

John Doe

121 Campus Drive Apt1212a
Palo Alto, CA 94305

APB21

	463
	185.00
	1
	814557 A
	2
	25-FEB-12 16:21
	02-MAR-12
	VI

date	reference	description	charges/credits
	xxxxx1007		
	Auth Date Code	Authorized	
	02-MAR-12 119060	667.59	
02-MAR-12	VI	Visa	
	***For Authorization	Purposes Only***	667.60-
	xxxxx0945		
	Auth Date Code	Authorized	
	25-FEB-12 02581B	1498.50	
02-MAR-12	VI	Visa	
			0.00
		Balance Due	0.00

For your convenience, we have prepared this zero-balance folio indicating a $0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a $0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

** continued on the next page **

John Doe

FOLIO			ROOM	DEPART	AGENT
	814557	25-FEB-12	463		

WESTIN

Itemized Lodging Receipt

John Doe

121 Campus Drive Apt1212a
Palo Alto, CA 94305

APB21

room	463
rate	185.00
persons	1
folio	814557 A
nights	3
arrive	25-FEB-12 16:21
depart	02-MAR-12
payment	VI

date	reference	description	charges/credits

EXPENSE REPORT SUMMARY

Date	Room	Room Taxes	Food/Beve	Telecom	Other	Total	Payment
25-FEB-12	185.00	26.74	0.00	12.95	0.00	224.69	0.00
26-FEB-12	185.00	26.74	0.00	0.00	0.00	211.74	0.00
27-FEB-12	185.00	26.74	0.00	12.95	0.00	224.69	0.00
28-FEB-12	185.00	26.74	0.00	12.95	0.00	224.69	0.00
29-FEB-12	185.00	26.74	0.00	12.95	0.00	224.69	0.00
01-MAR-12	185.00	26.74	0.00	12.95	0.00	224.69	0.00
02-MAR-12	0.00	0.00	0.00	0.00	0.00	0.00	1335.19-
Total	1110.00	160.44	0.00	64.75	0.00	1335.19	1335.19-

Thank you for choosing Starwood Hotels. For billing inquiries, please contact accounting directly at 866-912-2226 or wbw.billing@westin.com

As a Starwood Preferred Guest, you could have earned 2350 Starpoints for this visit. Please provide your member number or enroll today.

John Doe

FOLIO			ROOM	DEPART	AGENT
FOLIO	814557	25-FEB-12	463		

WESTIN

Itemized Lodging Receipt

RECEIPT
02/25/2012 03:30 PM

MBTA

Logan Terminals
FVM 202184
CREDIT CARD SALE
CARD: 0945
AUTH #: 02540B
BANK REF#: 2257
PAID AMT: $10.00

Trans. no: 33402
Adult Stored Value
001 - 103670031
Number of Tickets:1
For Customer Service
call 617-222-3200

RECEIPT
02/26/2012 11:55 AM

MBTA

World Trade Center
FVM 201239
CREDIT CARD SALE
CARD: 0945
AUTH #: 02619B
BANK REF#: [illegible]341
PAID AMT: $1[illegible].00

Trans. no: 10[illegible]574
Adult Stored Value
001 - [illegible]29003
Number of Tickets:[illegible]
For Customer Service
call 617-222-3200

RECEIPT
02/01/2012 10:44 PM

MBTA

Kendall/MIT
FVM 201146
CREDIT CARD SALE
CARD: 0945
AUTH #: 00163B
BANK REF#: [illegible]255
PAID AMT: $5.00

Trans. no: 24228
Adult Stored Value
001 - 110594425
Number of Tickets:1
For Customer Service
call 617-222-3200

Shuttle Receipts

Gmail

Shuolong Yang <phyang023@gmail.com>

SuperShuttle Reservation Confirmation 4243089

reservations@supershuttle.net <reservations@supershuttle.net> Fri, Feb 24, 2012 at 6:08 PM
To: phyang023@gmail.com

SuperShuttle. Need a lift?

Your reservation is complete. Claim $10.00 Cash Back on your next reservation with enrollment in Webloyalty's service. See offer and billing details.

Continue

Dear John Doe
The following information summarizes your confirmed service with SuperShuttle.

Guest Information:

Address **104 HOSKINS CT 103 STANFORD, CA 94305**
(650) 804-4582

Departure Itinerary (To the Airport)

Confirmation Number: **4243089**
Pickup Date/Time: **2/25/2012 4:00 AM - 2/25/2012 4:15 AM**

Our 15-minute pick-up window means that the van will normally arrive within 15 minutes of your scheduled pickup time. Please make sure that you are completely ready to go at the beginning of your scheduled pickup time window so that you will not keep other passengers waiting!

Where's My Van?
Locate your van on a map
CLICK HERE

Adults	1
Children	0
Service Type	SHARED RIDE VAN SERVICE (UP TO 9 PASSENGERS IN PARTY)
Airport	SFO - SAN FRANCISCO AIRPORT
Airline	JETBLUE AIRWAYS CORPORATION
Flight #	632
Flight Date/Time	**2/25/2012 7:00 AM**
Fare	$26.00
Tip	$3.00
Fuel surcharge	$0.00
WEB/GROUP DISCOUNT	$6.00
Total	$23.00

Billing

Payment Method:	**PREPAID CREDIT CARD**
Card type:	**VISA**
Card number	**XXXX-XXXX-XXXX-0945**

To change or cancel this reservation, please call 1-800-BLUE-VAN (258-3826).
To view our cancellation policy, click here
Thank you for choosing SuperShuttle!
http://www.supershuttle.com

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Shuttle Receipts