



Justice Resource Institute, Inc.

EXPENSE REIMBURSEMENT FORM (NO MILEAGE)

REPORTS MUST BE SUBMITTED NO LATER THAN 30 DAYS FROM THE END OF THE MONTH TO BE ELIGIBLE FOR REIMBURSEMENT

PRINT NAME: [REDACTED]

PROGRAM: #2723 BRTRC NCTSN

PRINT ADDRESS: [REDACTED]

REPORT TIME SPAN - ->>> START: 3/5/23

END: 3/10/23

DATE	EXPENSE (PER DIEM OR TRAVEL)	BUSINESS PURPOSE	\$ PAID	JRI PURPOSES ONLY	
				ACCT#	DEPT#
3/5/2023	1 - [REDACTED] - Airfare - Alaska Airlines	March 2023 BRTRC BCC ToT	\$895.31		
3/8/2023	1 - [REDACTED] Per Diem Food Day 3 - Union Street	March 2023 BRTRC BCC ToT	\$15.00		
3/7/2023	1 - [REDACTED] Per Diem Food Day 2 - Nothing Bundt Cakes	March 2023 BRTRC BCC ToT	\$17.25		
3/5/2023	1 - [REDACTED] Per Diem Food Day 0 - Lucky Louie Fish Shack	March 2023 BRTRC BCC ToT	\$9.88		
3/7/2023	1 - [REDACTED] Per Diem Food Day 2 - Chipolte	March 2023 BRTRC BCC ToT	\$11.93		
3/6/2023	1 - [REDACTED] Per Diem Food Day 1 - Target	March 2023 BRTRC BCC ToT	\$15.93		
3/5/2023	2 - [REDACTED] - Airfare - Alaska Airlines	March 2023 BRTRC BCC ToT	\$874.75		
3/6/2023	2 - [REDACTED] Per Diem Food Day 1 - Masala Art	March 2023 BRTRC BCC ToT	\$28.81		
3/8/2023	2 - [REDACTED] Per Diem Food Day 3 - Union Street	March 2023 BRTRC BCC ToT	\$43.75		
3/9/2023	2 - [REDACTED] Per Diem Food Day 4 - Qdoba Mexican Eats	March 2023 BRTRC BCC ToT	\$13.16		
3/5/2023	2 - [REDACTED] Per Diem Food Day 0 - Caffe Darte	March 2023 BRTRC BCC ToT	\$15.52		
3/9/2023	2 - [REDACTED] Car Rental	March 2023 BRTRC BCC ToT	\$620.51		
3/7/2023	2 - [REDACTED] Per Diem Food Day 2 - Dunn Food & Spirits	March 2023 BRTRC BCC ToT	\$22.12		
3/5/2023	[REDACTED]	March 2023 BRTRC BCC ToT	\$948.64		
3/4/2023	3 [REDACTED]	March 2023 BRTRC BCC ToT	\$50.39		
3/5/2023	3 [REDACTED]	March 2023 BRTRC BCC ToT	\$97.65		
3/10/2023	3 [REDACTED]	March 2023 BRTRC BCC ToT	\$50.83		

TOTAL EXPENSES TO REIMBURSE: \$ 2,782.06

PARTICIPANT SIGN: [REDACTED]

DATE: 7/17/23

APPROVER SIGN: [REDACTED]

DATE: 7/17/2023

FOR A/P USE ONLY

BATCH #:

ENTRY#:

VENDOR ID:

ACCT PERIOD:

Travel Itinerary

TRIP OVERVIEW

Trip Name: BCC TRAINING Trip from Anchorage to Boston

Start Date: March 05, 2023

End Date: March 10, 2023

Created: February 09, 2023, Vyneshya Steve (Modified: March 08, 2023)

Description: (No Description Available)

If you have a hotel will it need to be pre-paid? (For non SCF Corporate Card Holders only.): No

Agency Record Locator: TTUUNT

Ticket Number(s): 0277887081213

Passengers: [Redacted]

Total Estimate: [Redacted]

RESERVATIONS

Sunday, March 05, 2023



Flight Anchorage, AK (ANC) to Seattle, WA (SEA)

Alaska Airlines 0102

Operated by: Alaska Airlines

Departure: 07:00 AM

Anchorage Ted Stevens Intl Airport (ANC)
Terminal: SOUTH - DOMESTIC
Duration: 3 hours, 30 minutes
Nonstop

Confirmation: ARIAQM

Status: Confirmed
Air Frequent Flyer Number: AS-

Seat: 12F (confirmed)
Change seat

Arrival: 11:30 AM

Seattle-Tacoma Intl Airport (SEA)

Additional Details

Aircraft: 73J

Distance: 1449 miles

E-Ticket

Cabin: MAIN (O)

● 4 hr, 10 min layover at Seattle-Tacoma Intl Airport (SEA)

Flight Seattle, WA (SEA) to Boston, MA (BOS)

Alaska Airlines 0460

Operated by: Alaska Airlines

Departure: 03:40 PM

Confirmation: ARIAQM

Seattle-Tacoma Intl Airport (SEA)
Duration: 5 hours, 14 minutes
Nonstop

Status: **Confirmed**
Air Frequent Flyer Number:AS-

Seat: 20F (confirmed)
Change seat

Arrival: 11:54 PM

Boston Logan Intl Airport (BOS)
Terminal:B

Additional Details

Aircraft: 73J Distance: 2496 miles
E-Ticket
Cabin: MAIN (V)

Thursday, March 09, 2023



Flight Boston, MA (BOS) to Seattle, WA (SEA)

Alaska Airlines 0306

Operated by: Alaska Airlines

Departure: 05:00 PM

Boston Logan Intl Airport (BOS)
Terminal:B
Duration: 6 hours, 36 minutes
Nonstop

Confirmation: ARIAQM

Status: **Confirmed**
Air Frequent Flyer Number:AS-

Seat: 15A (confirmed)
Change seat

Arrival: 08:36 PM

Seattle-Tacoma Intl Airport (SEA)

Additional Details

Aircraft: 73J Distance: 2496 miles
E-Ticket
Cabin: MAIN (S)

2 hr, 9 min layover at Seattle-Tacoma Intl Airport (SEA)

Flight Seattle, WA (SEA) to Anchorage, AK (ANC)

Alaska Airlines 0109

Operated by: Alaska Airlines

i This flight leaves on Mar 9 and arrives on Mar 10.

Departure: 10:45 PM

Seattle-Tacoma Intl Airport (SEA)
Duration: 3 hours, 45 minutes
Nonstop

Confirmation: ARIAQM

Status: **Confirmed**
Air Frequent Flyer Number:AS-

Seat: 16A
Change seat

Arrival: 01:30 AM

Anchorage Ted Stevens Intl Airport (ANC)
Terminal:SOUTH - DOMESTIC

Additional Details

Aircraft: 73J Distance: 1449 miles
E-Ticket

Cabin: MAIN (S)

TOTAL ESTIMATED COST**Air**

Ticket Number

\$797.93 USD

Taxes and fees

\$97.38 USD

Total Estimated Cost:**\$895.31 USD****Restrictions**

Ticket Number:

NONREF/FAREDIF/CXL BY FLT TIME OR NOVALUE/VALID AS/**REMARKS**

FOR *EMERGENCY* AFTER HOURS SERVICE WITHIN THE US
OR CANADA CALL 1-855-278-8660 AND GIVE CALLING CODE
M1FG.AFTER HOURS FEES WILL APPLY
*** KNOWN TRAVELER NUMBER ADDED TO RESERVATION ***
PENALTY INFORMATION - TICKET IS NON-REFUNDABLE NON-TRANSFERABLE.
CHANGES ARE SUBJECT TO PENALTIES PLUS FARE INCREASE.
SOME CARRIERS REQUIRE CANCELLATION PRIOR TO TIME OF DEPARTURE
OTHERWISE, YOUR TICKET MAY HAVE NO VALUE. CALL THE TRAVEL OFFICE
IF YOU HAVE TO CHANGE OR CANCEL THIS TRIP.

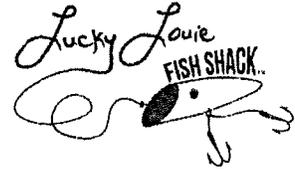


Union Street
 107R Union Street
 Newton, MA 02459
 617-964-6684
 www.unionst.com



Nothing Bundt Cakes
 170 Needham St
 Newton, MA 02461
 617-336-7526

256



Lucky Louie Fish Shack
 Central Terminal SEA Airport
 17801 International Blvd.
 PMB #119
 Seattle, Washington 98158
 206-277-9660
 info@luckylouiefishshackSEA.com

Server: Chris G
 #68
 Table 106
 3/8/23 6:37 PM
 Yucca Sticks \$12.00
 Total \$12.00
 Gratuity (10.00%) \$2.16
 Tax \$0.84
 Total \$15.00
 Type C (EMV Chip Read)
 DEBIT
 8:38 PM

Transaction Type Sale
 Authorization Approved
 Approval Code 027818
 Payment ID JYfPkNsKtwyd
 Application ID A0000000031010
 Application Label VISA DEBIT
 Card Reader BBPOS

Amount \$17.25
 Additional Tip: _____
 = Total: _____

Waiting / Walk-In

Server: Cailene D
 Check #60
 Ordered: 3/7/23 4:52 PM
 Red Velvet Case Bundtlet \$5.75
 OREO Cookies & Cream Case Bundtlet \$5.75
 Confetti Case Bundtlet \$5.75
 Subtotal \$17.25
 Total \$17.25
 Credit Card Contactless
 Visa

Transaction Type Sale
 Authorization Approved
 Approval Code 027818
 Payment ID JYfPkNsKtwyd
 Application ID A0000000031010
 Application Label VISA DEBIT
 Card Reader BBPOS
 Amount \$17.25

Sign up for our eClub at
<https://www.nothingbundtcakes.com/eclub>

Receive special offers, bakery news
 AND a Free Bundtlet for your birthday!

Take Out

Server: Karissa K
 Check #256 latoya
 Ordered: 3/5/23 11:58 AM
 1 32 oz COKE, DIET \$3.99
 1 Smart Water \$4.99
 Subtotal \$8.98
 Tax \$0.90
 Total \$9.88

Input Type C (EMV Chip Read)
 VISA DEBIT
 Transaction Type Sale
 Authorization Approved
 Approval Code 021138
 Payment ID tx9Kg9NgwqfF
 Application ID A0000000031010
 Application Label VISA DEBIT
 Terminal ID ee8b59a9bb66b9e7
 Card Reader BBPOS
 LATOYA GATES

Now accepting online
 orders! Download the Toast
 Takeout
 App or follow this link to
 order
<https://www.toasttab.com/lucky-louie-fish-shack>

Email Address

Customer Copy

Gift Cards & Electronic Gift Cards available

Thanks for visiting
 Union Street



HAND-MASHING THE STATUS QUO

300 Needham Street, Space
Boston MA 02454
617-344-5011

Host: Herve
ORDER #348

03/07/2023
5:56 PM
10249

Sofri
Chip:

9.30
1.85

How are we doing? Let us know at
chipotleFeedback.com
Phone Code:

272 003 100 071 010 590 74

Subtotal	11.15
Tax	0.78
DINE IN Total	11.93
CP Card	11.93
Authorizing...	
Balance Due	11.93

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 Debt-free college degrees
 Bonus eligibility
 Rapid career growth
 And more!
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 Text "CHIPJOBS" to 97211



Watertown - 617-924-6574
550 Arsenal St
Watertown, Massachusetts 02472-2853
03/06/2023 08:59 PM



GROCERY		
214000720 J&J	N	\$3.99
HOME		
210018936 DesignWorks		\$11.24
Regular Price		\$22.49

T = MA TAX 5.25000		\$0.70
SUBTOTAL		\$15.93
VISA CHARGE		\$15.93
UID: A0000000031610		
VISA DEBIT		
AUTH CODE: 051120		

SOME PROMOTIONS MAY REDUCE THE
REFUND VALUE OF ITEMS

272-0065-1442-0077-0445-8 VCL 52 254-349

Help make your Target Run better.
Take a 2 minute survey about today's trip

informtarget.com
User ID: 7693 4855 8992
Password: 295 542

CUENTENOS EN ESPAÑOL

Please take this survey within 7 days

Steve, Vyneshya

From: Concur Travel <TravelWizard@concursolutions.com>
Sent: Thursday, February 9, 2023 12:59 PM
To: [REDACTED]
Subject: [REDACTED]
Attachments: ANC-BOS.ics; BOS-ANC.ics

External Email

Trip Overview



Trip Name: BCC TRAINING Trip from Anchorage to Boston
Start Date: March 05, 2023
End Date: March 10, 2023
Created: February 09, 2023, [REDACTED] February 09, 2023
Description: (No Description Available)
If you have a hotel will it need to be pre-paid? (For non SCF Corporate Card Holders only.): No
Agency Record Locator: [REDACTED]
Passengers: [REDACTED]
Total Estimated Cost: \$874.75 USD

Airfare must be ticketed by: 02/10/2023 10:55 PM Alaskan



Agency Name: CTM NA (SCF)

Reservations

Sunday, March 05, 2023



Flight Anchorage, AK (ANC) to Seattle, WA (SEA)

Alaska Airlines 0102

Operated by: Alaska Airlines

Departure: 07:00 AM

Seat:13A

Anchorage Ted Stevens Intl Airport (ANC)
Terminal:SOUTH - DOMESTIC
Duration: 3 hours, 30 minutes
Nonstop

Confirmation: [REDACTED]

Status: **Confirmed**

Air Frequent Flyer Number:AS [REDACTED]

Arrival: 11:30 AM

Seattle-Tacoma Intl Airport (SEA)

Additional Details

Aircraft: 73J
E-Ticket
Cabin: MAIN (G)

Distance: 1449 miles



ir, 10 min layover at Seattle-Tacoma Intl Airport (SEA)

Flight Seattle, WA (SEA) to Boston, MA (BOS)

Alaska Airlines 0460

Operated by: Alaska Airlines

Departure: 03:40 PM

Seat: 11A

Seattle-Tacoma Intl Airport (SEA)

Duration: 5 hours, 14 minutes

Nonstop

Confirmation:

Status: **Confirmed**

Air Frequent Flyer

Arrival: 11:54 PM

Boston Logan Intl Airport (BOS)

Terminal: B

Additional Details

Aircraft: Boeing 737 MAX 9

E-Ticket

Cabin: MAIN (V)

Distance: 2496 miles

Thursday, March 09, 2023

Flight Boston, MA (BOS) to Seattle, WA (SEA)

Alaska Airlines 0306

Operated by: Alaska Airlines

Departure: 05:00 PM

Seat: 11A

Boston Logan Intl Airport (BOS)

Terminal: B

Duration: 6 hours, 36 minutes

Nonstop

Confirmation:

Status: **Confirmed**

Air Frequent Flyer

Arrival: 08:36 PM

Seattle-Tacoma Intl Airport (SEA)

Additional Details

Aircraft: 73J

E-Ticket

Cabin: MAIN (S)

Distance: 2496 miles

9 min layover at Seattle-Tacoma Intl Airport (SEA)

Flight Seattle, WA (SEA) to Anchorage, AK (ANC)

Alaska Airlines 0109

Operated by: Alaska Airlines

This flight leaves on Mar 9 and arrives on Mar 10.

Departure: 10:45 PM

Seat: 10A

Seattle-Tacoma Intl Airport (SEA)

Duration: 3 hours, 45 minutes

Nonstop

Confirmation:

Status: **Confirmed**

Air Frequent Flyer

Arrival: 01:30 AM

Anchorage Ted Stevens Intl Airport (ANC)
Terminal:SOUTH - DOMESTIC

Additional Details

Aircraft: 73J

E-Ticket

Cabin: MAIN (S)

Distance: 1449 miles



Total Estimated Cost

Air

Airfare quoted amount: \$778.10 USD

Taxes and fees: \$96.65 USD

Total Estimated Cost: \$874.75 USD

Restrictions

Quote: NONREF/FAREDIF/CXL BY FLT TIME OR NOVALUE/VALID AS/

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

Remarks

FOR *EMERGENCY* AFTER HOURS SERVICE WITHIN THE US
OR CANADA CALL 1-855-278-8660 AND GIVE CALLING CODE
M1FG.AFTER HOURS FEES WILL APPLY

UNION STREET

Masala Art
 990 Great Plain Avenue, Needham, MA 02492
 Phone # 781-449-4050
 Reservations at www.masala-art.com
 Join Our Email Club

Union Street
 107R Union Street
 Newton, MA 02459
 617-964-6684
www.unionst.com

Order# 308200 - 2
 Table: Table 1
 Server: SK S
 Date: 3/6/23, 2:31 PM

Server: Chris G
 Check #42
 Ordered: 3/8/23 6:46 PM
 Table 106

Type : Pre Auth
 Term ID: LK
 Transaction: 1969632702
 Auth Code: 052580
 Seq: 1631053418
 Account Number: XXXXXXXXXXXX
 Entry Method: S
 Card Brand: VISA
 Amount Paid: \$23.81

House Wings \$16.00
 Gouda Sticks \$14.00
 Coke \$5.00
 Subtotal \$35.00
 18% Gratuity (18.00%) \$6.30
 Tax \$2.45
 Total \$43.75

Tip: \$ 5.00
 Total: \$ 28.81

Input Type C (EMV Chip Read)
 VISA CREDIT
 Time 8:29 PM

Transaction Type Sale
 Authorization Approved
 Approval Code 00021D
 Payment ID kgnYLzwdbfhj
 Application ID A0000000031010
 Application Label VISA CREDIT
 Terminal ID
 Card Reader BBPOS

Amount \$43.75

+ Additional Tip: _____
 = Total: _____

I agree to pay the above total amount according to card issuer agreement

Thank You
 Gratuity included for parties of 5 or more guests.
 Facebook [facebook.com/masalaartneedham](https://www.facebook.com/masalaartneedham)
 Twitter: @masalaart1
 Instagram: @masalaart

cardinal X

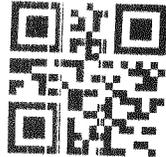
CUSTOMER COPY

You've earned 35 points for this purchase. Redeem them by signing up for our rewards program. By providing your contact information, you are agreeing to participate in the rewards program and be contacted by the restaurant.

Qdoba Mexican Eats
17801 International BLVD
Space CT-12

Host: Drawer 2 03/09/2023
TM2200 9:13 PM
21199
Bowl Pork 11.95
Subtotal 11.95
Tax 1.21
TO GO Total 13.16
Visa 13.16
Auth:067602

JOIN OUR TEAM!
Get a FREE entrée when you interview!
Text QDOBA to 85000 or
Apply at QDOBACAREERS.COM



--- Check Closed ---

Earn Points for this order! www.qdoba.com
1S14-7B1GN2-2KQCRA-214FM7-3
Code expires on: 04/08/2023

Caffé D'arte
ITALIA COFFEE ROASTERS

CAFFE D'ARTE
17801 INTERNATIONAL BLVD, NS-01
SEATTLE, WA 98158
2068246300
<https://www.concourse-usa.com>

Welcome to the New Caffé D'arte @ North
Satellite - The Art of Coffee

ORDER: 00257
Dine-In

Cashier: Tsionawit A.
05-Mar-2023 2:27:39P

Transaction **2239088**

1 Chicken Caesar Wrap	\$11.95
1 Hawaiian Hulapeño Chips	\$2.15

Subtotal	\$14.10
WA ST Sales Tax 10.1%	\$1.42

Total	\$15.52
CREDIT CARD SALE	\$15.52
VISA	

Retain this copy for statement validation

05-Mar-2023 2:27:59P
\$15.52 | Method: EMV
VISA CREDIT XXXXXXXXXXXX
MICHAEL YUHNKE
Reference ID: 306400708393 | Auth ID:
046808
MID: *****2886
AID: A0000000031010
AthNtwkNm: VISA
Caffé D'arte Guest WiFi - Password:
2068246300

Online: <https://clover.com/p/KXGXPQ6VY10BG>



KXGXPQ6VY10BG

Clover ID: P09HFEN092BN0
Payment KXGXPQ6VY10BG

Clover Privacy Policy
<https://clover.com/privacy>

VEHICLE 0135010091121 19 CAR ODYSSEY 8PN
 LIC FL 38BKTZ CLS R2 MILES OUT 52805 FUEL OUT 5/8
 TK CAP 19.5 STALL R 0 0706

ESTIMATE OF CHARGES

RENTED: 03/06/23 00:39 @ BOSTON LOGAN INTL AP
 RETURN: 03/09/23 17:00 @ BOSTON LOGAN INTL AP

THIS IS ONLY AN ESTIMATE. Taxable charges are denoted by a T, and additional details about some charges appear beneath the table. Our estimates of Your total charges appear on the right of the table below. Our estimates assume (1) You will rent and return the vehicle at the times and places indicated, (2) if a mileage charge applies, You will drive no more than the distance indicated and (3) You will not incur any charges that either are listed below opposite **** or cannot be calculated until return. If any of these assumptions is incorrect, additional charges or charges at higher rates may apply.

CHARGE RATE / AMOUNT	CHARGE ESTIMATE
TIME / MILEAGE CHGS: RATE PLAN - CNVD CLASS - R	
4 @ \$ 62.23 per day T \$	248.92
@ \$ 62.23 ex day T \$	
*Includes Unlimited Miles Discount - 10% Applied to Time/Mileage Chgs	\$ - 24.89
Additional Products	
Loss Dmg Wvr Accepted @ \$ 34.99 per day T \$	139.96
LIS Accepted @ \$ 17.11 per day T \$	68.44
Fuel Purchase Option Accepted	T \$ 40.69
You pre-purchased a full tank and may return at any fuel level.	
Service Charges/Taxes	
CONCESSION FEE RECOVERY 11.11% T \$	54.81
VEHICLE LICENSING COST RECOVERY 9.02% T \$	20.21
CUSTOMER FACILITY CHARGE + TAX	25.48
PARK TICKET SCHG+TX/CONVENTION CTR SCHG	12.63
Tax 6.250% On Est. Taxable Ttl \$ 548.14	\$ 34.26
ADJUSTMENTS	
TOTAL ESTIMATED CHARGE	\$ 620.51



Dunn Gaherin's
 344 Elliot St
 Newton, MA 02456
 Tue-Sat 5pm-9pm

Server: Barbara M
 Check #55 Table 98
 Ordered: 3/7/23 8:36 PM

Input Type C (EMV Chip Read)
 VISA CREDIT ****
 Time 8:40 PM

Transaction Type Sale
 Authorization Approved
 Approval Code 002424
 Payment ID fgYbrz9CsPsf
 Application ID A0000000031010
 Application Label VISA CREDIT
 Terminal ID
 Card Reader MAGTEK_EDYNAMO

Amount \$17.12
 + Tip: 5.00
 = Total: 22.12

X

Customer Copy

Please share your comments

Powered by Toast

CC AUTH WOULD BE \$ 821.00