

City of Somerville

Somerville City Hall
93 Highland Avenue, 3rd Floor
Somerville, MA 02143

EMPLOYEE EXPENSE REIMBURSEMENT REQUEST FORM

Instructions:

1. Detailed Receipts Must be attached
2. Travel authorization must be attached (if out of state)
3. Reimbursement should be submitted within one month of the travel date
4. Credit card statement in the employee name must be attached (you can black out all charges not related to the travel)

Employee Name Courtney Reece Vendor # 109064
 Employee Address See attached
 DEPARTMENT SOMERVILLE POLICE DEPARTMENT

Description	Amount	Date	Account Number (Finance Use Only)
Food reimbursement	22.96	5/21/24	
Food reimbursement	20.65	5/22/24	
Food reimbursement	50.00	5/23/24	
	93.61		

Total Price \$ -

Requested By: _____

Date _____

Supervisor Approval: _____

Date _____

Director of F&A: _____

Emily Wisdom

Date 2/20/25

City of Somerville Travel Reimbursement Request

Name:	Courtney Beece	Purpose of Travel:	Case - Out of State
Address:	72 Oxford Street #3 Somerville MA 02143	Destination Location:	Colorado
Vendor ID:	109064	Departure Date:	May 21 2024
Department:	Somerville Police	Return Date:	May 23 2024
		Others in Attendance:	NA

ATTACH ALL DETAILED ORIGINAL RECEIPTS TO THIS REPORT TO BE REIMBURSED

DAILY EXPENSES									
	DATE			5/21	5/22	5/23			REIMBURSABLE
	Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	CHARGES
AIR, RAIL & BUS TRANSPORTATION									\$0.00
TAXIS, RENTAL CAR (must be preapproved-attach statement to that effect) & OTHER TRANSPORTATION									\$0.00
PERSONAL AUTO									
Mapquest itinerary must be attached									
Mileage Rate:									
Mileage Rate:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ROOM CHARGES, PER ATTACHED HOTEL BILL									\$0.00
HIGHWAY AND BRIDGE TOLLS									\$0.00
PARKING									\$0.00
OTHER EXPENSES (EXPLAIN BELOW)									\$0.00
SUBTOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MEALS	Breakfast					6.75			\$0.00
	Lunch					10.67	15.66		\$0.00
	Dinner			22.96	9.98	26.27			\$0.00
	Other (explain below)	coffee				9.29			\$0.00
TOTALS PER DAY		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

22.96 26.65 TOTAL TRAVEL EXPENSES

Account Distribution		

51.97
max \$50

93.61

TRAVELER'S NOTES AND DESCRIPTIONS OF OTHER EXPENSE ITEMS - (IF ADDITIONAL SPACE FOR COMMENTS IS NEEDED PLEASE ATTACH ANOTHER PAGE)

- not itemized 4.38
- met \$50 max on 5/23/24

I hereby certify under the penalty of perjury that the amounts as itemized are true and correct, were incurred by me during necessary travel in the service of the City of Somerville, and that no part of the compensation claimed was of a personal nature.

Employee Signature		Date	5/31/24
Department Head Signature	Emily Wisdom	Date	2/19/25

Note: Please copy form and receipts for your records. Credit card/debit card charges must include itemized receipts. Credit card/debit card statements are not acceptable as documentation. For out of state travel, a copy of the authorization obtained from the Mayor prior to travel is required. Attached a copy of the conference registration form or other applicable information.



STARBUCKS C11 #29072
BOSTON AIRPORT
458948 MATTHEW

WS#: 21

CHK 425120
5/21/2024 6:19 PM

To Go

1 BUTTER CROISSANT BUTTER	4.20
Subtotal	\$4.20
Tax	\$0.29
Payment	\$4.49
Change Due	\$0.00
MasterCard XXXXXXXXXXXX3266	\$4.49

----- Check Closed -----
5/21/2024 6:19 PM

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





**Boston Logan Int'l Air
port**

**1 Harborside Dr
Boston, MA 02128**

SALE TRANSACTION

4892962	TRAVELERS BEST EN	\$6.99
5393903	Barebells Protein	\$5.99
3568353	SMART WATER 1 LIT	\$5.49

Items in Transaction:3

Balance to pay	\$18.47
MasterCard	\$18.47

CARD#:*****3266
 CARD:Mastercard CREDIT CTLS EMV
 APPROVAL CODE:20185T
 AID:A0000000041010
 TVR:0000008001
 IAD:0110A04001220000000000000000000000FF
 TSI:E800
 APPLICATION CRYPTOGRAM:2C1CD95D52802B25
 APPLICATION LABEL:Mastercard

HUDSON

**The Traveler's Best Friend
 Customer Service Inquiries
www.hudsongroup.com/customers
 Return Policy
www.hudsongroup.com/return-policy**

STORE	TILL	OP NO.	TRANS.	DATE	
1921	1	136659	324327	05-21-24	18:28



9990219210013243273

HYATT REGENCY
Aurora-Denver Conference Center
13200 E 14th Place
Aurora, CO 80011
Tel. 1-(303)365-1234
5/22/2024 9:28 AM

Check: CHK 3320
Server: 6252698 Cesar
Card Type: Mastercard
Acct Num: XXXXXXXXXXXX3266
Auth Code: 58351T

Amount : \$4.38

For your convenience we are
providing the following
gratuity calculations:

18% tip is \$0.72 Total= \$5.10
20% tip is \$0.80 Total= \$5.18
22% tip is \$0.88 Total= \$5.26

Gratuity: _____

Total: _____

Signature: _____

I Agree to Pay the Above Total
According to Card Holder
Agreement

not itemized
\$0.00

Receipt from Lost Coffee

Lost Coffee <messenger@messaging.squareup.com>

Wed 5/22/2024 12:08 PM

To:courtneyreece@hotmail.com <courtneyreece@hotmail.com>

Square automatically sends receipts to the email address you used at any Square seller. [Learn more](#)



Lost Coffee



Let Lost Coffee know how your
experience was

\$10.67

Mocha	\$5.84
12oz (iced)	
Cinnamon Roll	\$3.99
<hr/>	
Purchase Subtotal	\$9.83
Aurora (8.5%)	\$0.84
<hr/>	
Total	\$10.67



This purchase earned 1 Star. Claim your Stars to earn rewards.

+1

Get your Stars

Lost Coffee
(303) 955-5701

Shop Online



MasterCard 3266 (Chip) May 22 2024 at 10:07 AM



#1Q1v

COURTNEY S REECE

Auth code: 85872T

AID: A0000000041010

Signature Verified

Did you know you can buy coffee beans directly on
our website?

Click on the link above to buy fresh coffee.



Receipt Settings

[Not your receipt?](#) [Turn off automatic receipts](#)

[Manage preferences](#)

© 2024 Square [Privacy Policy](#)

1955 Broadway, Suite 600

Oakland, CA 94612

35

CEDAR CREEK PUB

Cedar Creek Pub
2100 North Ursula
Aurora CO 80045
303-537-4124

Server: Natalie P
Check #57 Table 205
Ordered: 5/22/24 5:58 PM

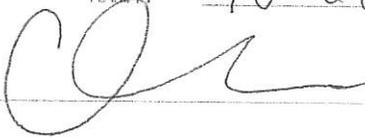
Input Type C (EMV Chip Read)
Mastercard xxxxxxxx3266
Time 6:49 PM

Transaction Type Sale
Authorization Approved
Approval Code 62261T
Payment ID kybrMbcl9cbg
Application ID A0000000041010
Application Label Mastercard
Terminal ID
Card Reader BBPOS

Amount \$8.68

+ Tip: 2.00

= Total: 10.68

X 

\$ 8.68 total
\$ 1.30 TIP (15%)
\$ 9.98

Suggested Tip:

20%: (Tip \$1.94 Total \$10.62)

22%: (Tip \$2.13 Total \$10.81)

25%: (Tip \$2.42 Total \$11.10)

Tip percentages are based on the check price before discounts and after taxes.

Customer Copy

Family owned since 2011.

Thank you!

35

CEDAR CREEK PUB

Cedar Creek Pub
2100 North Ursula
Aurora CO 80045
303-537-4124

Server: Natalie P
Check #57
Ordered: 5/22/24 5:58 PM
Table 205

The Wedge Salad \$8.00
Add Blue Chz Crumbles \$1.00
Open \$ Item - \$1.00

Pre-discount Subtotal \$9.00
Discount Total - \$1.00

Subtotal \$8.00
Tax \$0.68
Total \$8.68

Family owned since 2011.
Thank you!

NOVO COFFEE A
8780 W 101ST AVE
WESTMINSTER, CO 80021
3032527500

ORDER: c

Cashier: Jacky S.
23-May-2024 9:15:17A

Transaction **307709**
1 Croissant Classic \$6.25

Subtotal \$6.25
Tax 8% \$0.50

Total **\$6.75**

CREDIT CARD SALE \$6.75
MASTERCARD 3266

Retain this copy for statement validation

23-May-2024 9:15:24A
\$6.75 | Method: CONTACTLESS
Mastercard XXXXXXXXXXXX3266
Reference ID: 414400966232
Auth ID: 84744T
MID: *****9880
AID: A0000000041010
AthNtwkNm: MASTERCARD

Thank you for your business!
We would love to hear your feedback!
Contact: info@theavegroup.com

Online: <https://clover.com/p/KZR XVW14PG0X8>

Clover ID: P8TTN91QHDM5R
Payment KZR XVW14PG0X8

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

Freshens
Denver International Airport

5501855 Paulina

Chk 1582 May 23 '24 10:45A Gst 0

Dine In

1 Roadhouse BBQ	14.50
XXXXXXXXXX3266 MasterCard	15.66
Subtotal	14.50
Tax	1.16
Payment	15.66

Caribou Coffee - A
8500 Pena Blvd
Denver, CO 80249

COURTNEY

Host: Claudia	05/23/2024
COURTNEY	10:39 AM
	10420
Energy Drink	0.00
Energy Drink Medium	5.75
Kodiak Bar	2.85
Subtotal	8.60
Tax	0.69
Order Total	9.29
M/C	9.29
Auth:36558T	

Thank you!!!
We would love to hear from you
feedback@skyporco.com
720 868 5924
This restaurant participates in an
employee tip share program
gratuities are shared by employees

--- Check Closed ---

PEAK NEWS & GIFTS

CONCOURSE A
(303) 342-6700

CHEEZ-IT \$6.99 F2
CRACKERS PEANUT BUTT \$1.39 F2
PROUD SOURCE ALUM 60 \$3.50 F3
ENERGIZER TRAIL MIX \$6.99 F2

ITEMS:4 SUBTOTAL \$18.87
 TAX CANDY/SNACK \$1.23
 TAX CONSUMABLES \$0.17

***** TOTAL \$20.27**

CREDIT/DEBIT \$20.27

YOUR CASHIER WAS FATO

-----SALES DRAFT-----

DATE: 5/23/2024

MID: ***8112

TRANS CODE: EMVSALE

RESULT: APPROVED

AUTH CODE: 31248T

REFERENCE: 529246

INVOICE NO: 529246

CARD TYPE: M/C

ENTRY METHOD: CONTACTLESS

ACCT NUMBER: #####3266

EXP DATE: ##/##

AMOUNT: \$20.27

I AGREE TO PAY THE ABOVE TOTAL AMOUNT
ACCORDING TO CARD ISSUER AGREEMENT
(MERCHANT AGREEMENT IF CREDIT VOUCHER)

SIGNATURE: _____
CARDHOLD SIGNATURE

THANK YOU FOR SHOPPING WITH US!
HAVE A GREAT TRIP!

10:19 AM