

## **Reimbursement of Miscellaneous Expenses** (Books, office supplies, membership dues, etc.)

**This example shows how the supporting documentation for a reimbursement request for miscellaneous should be prepared.**

Betty Smith – Reimbursement

Books and membership dues

May 9, 2017 (*Date of request*)

Total amount requested from research account: \$227.49

1. Book: Harriet Flower, Art of Forgetting - **\$34.10**
2. Book: Diane Favro, Urban Image of Augustan Rome - **\$39.94**
3. Book: Gregory of Tours, Lives and Miracles – **\$24.32**
4. Book: Patrick Geary, Language and Power - **\$18.50**
5. Membership dues: North American Patristics Society - **\$70.00**
6. Book: Rome, An Urban History - **\$40.63**



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## Your Bookbyte order has been shipped - Order #15950769

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**Bookbyte** <customerservice@bookbyte.com>

Wed, May 3, 2017 at 6:08 PM

Reply-To: customerservice@bookbyte.com

To:

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# Your books are on their way!

Hello

Your order #15950769 has been tucked into a blue box and shipped to you!

A few reminders:

- Standard shipping takes between 7-10 business days.
- Expedited shipping takes 3-5 business days.
- For even more shipping information, please refer to our [Help Database](#).

You can track your order here. Note that it may take one business day before the tracking information is updated.

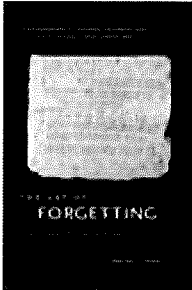
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**Order #15950769**

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**Transaction Date:** 5/2/2017  
**Payment Method:** Credit Card

**Shipping Address:**



**The Art of Forgetting**

Edition: N/A  
ISBN-13:  
9780807871881  
ISBN-10: 0807871885

Author(s): Flower, Harriet I.  
Quantity: 1  
Description:

---

Shipping Method: Standard

**Your Price:** \$30.45

**Shipping Cost:** \$3.65

**Tracking #:** 9241999991665200664612

Estimated Arrival: 4-14 business days after shipping

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**Shipping: \$3.65 + Order: \$30.45 = Total: \$34.10**

If necessary, you may return any book for any reason within 14 days of delivery. For additional information and instructions, check out our complete [Return Policy](#).

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**Final Details for Order #113-4979711-5858632**  
Print this page for your records.

**Order Placed:** May 2, 2017  
**Amazon.com order number:** 113-4979711-5858632  
**Order Total: \$39.94**

**Shipped on May 4, 2017**

**Items Ordered**

**Price**

1 of: *The Urban Image of Augustan Rome (Contemporary South Asia S)*, Favro, \$35.95  
Diane  
Sold by: Wahi57 ([seller profile](#))

Condition: Collectible - Like New  
With a dedication by the author! Virtually New. Amazing read, great art & photos! Great Gift!

**Shipping Address:**

Item(s) Subtotal: \$35.95  
Shipping & Handling: \$3.99  
-----  
Total before tax: \$39.94  
Sales Tax: \$0.00  
-----

**Shipping Speed:**  
Standard Shipping

**Total for This Shipment: \$39.94**  
-----

**Payment information**

**Payment Method:**

Visa | Last digits: 3815

Item(s) Subtotal: \$35.95  
Shipping & Handling: \$3.99  
-----

**Billing address**

Total before tax: \$39.94  
Estimated tax to be collected: \$0.00  
-----

**Grand Total: \$39.94**

**Credit Card transactions**

Visa ending in 3815: May 4, 2017: \$39.94

To view the status of your order, return to [Order Summary](#).

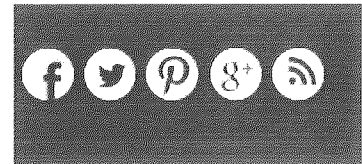
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To:

Thu, May 4, 2017 at 1:15 PM



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## Your item is on its way!

Your order number: 6261324

Hi

This email confirms that your ValoreBooks order has shipped! Check out your order summary and tracking information below.

Note: If you ordered multiple items they may come in separate shipments. [Why?](#)

This order qualifies for a **SHIPPING REFUND**

[Click here >](#)

## Shipped item(s):

Image not available

### Lives and Miracles

by Gregory of Tours, Gregory of, de Nie, Giselle

ISBN: 9780674088450

Condition

New

Comments

List Price

\$29.95

Your Price

\$20.37

Shipping

\$3.95

Tax

Tracking:

Please contact the seller

Shipping method

Standard

Delivery estimate:

4-14 business days

Please allow 4-14 business days for Media Mail delivery.  
Brand New, Perfect Condition,  
100% Money Back  
Guarantee, Over 1,000,000  
customers served

\$0.00

~~Total~~  
**\$24.32**

Sold by  
GreatBookPrices2

Your savings  
\$9.58

Questions about this item? Please contact the seller.

### Shipping information

Shipped to...

Billed to...

Total shipped: \$24.32

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The ValoreBooks team

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## SHIPPED: Biblio.com Order #3218832 Language and Power in the Earl...

1 message

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**Biblio.com** <support@biblio.com>  
Reply-To: catorders@powellschicago.com  
To: |

Wed, May 3, 2017 at 10:04 AM



Dear

**Save this e-mail!** In the future, you can click here to review your order and get status information.

*Thank you for your order you placed on 2017-05-02.*

This is an automated notification that Powell's Bookstores Chicago has indicated that your recent Biblio.com order has been processed and will ship within 24-48 hours.

If your order is from more than one independent Biblio.com bookseller, it may be shipping in multiple shipments. The complete updated status of your recent order is below.

In order to expedite any questions you may have about your order or shipment, please contact the bookseller(s) directly using the information below. Should you have any difficulty in contacting the bookseller(s) or if you need any further assistance, please contact Biblio.com at support@biblio.com

### **Biblio.com Order #1005-7799778-3218832 Summary**

Ordered on: **2017-05-02**

Payment via: **visa**

Delivery method: **ground** (Typically 7 to 14 business days for delivery. See below for details on estimated arrival dates.)

**Bill to**

**Ship to**

**Current status of Shipment #1005-7799778-3218832: shipped**

Shipped *Shipping from Powell's Bookstores Chicago in IL, US. Estimated delivery between Tue, May 9th and Tue, May 16th*

SKU	Title / Author	Ea.	Book Status	Qty
857191853	Language and Power in the Early Middle Ages (The Menahem Stern Jerusalem Lectures) / Geary, Patrick J Brandeis. Used - Like New. 2013. Paperback. Fine.	\$15.00 (\$15.00)	ordered	1 \$15.00

Subtotal: \$15.00  
 Shipping: ~~\$3.50~~  
 Total: **\$18.50**

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P.O. BOX 19966  
Baltimore, MD 21211-0966  
JHUP Federal ID# V52-0595110

May 04, 2017

RE: The North American Patristics Society  
(membership)

Reference:

Dear Customer,

This is to confirm payment receipt of \$70.00 on May 04, 2017 for the above referenced journal, membership or product. We thank you for your order and look forward to serving your needs in the future. Please let us know if you have any questions or concerns.

Cordially,

Asante Drumgoole  
Customer Service Representative  
(410) 516 6987 - Fax (410) 516-3866  
email: jrnlcirc@mail.press.jhu.edu

# Order Details


Ordered on May 03, 2017 | Order# 4039563496

[Print](#)

<b>Shipping Information</b>	<b>Billing Information</b>
	Visa *****3815 \$40.63

<b>Order Summary</b>	
Subtotal (1 items)	\$37.32
Shipping	\$0.00
Tax	\$3.31
<b>Order Total</b>	<b>\$40.63</b>

Items from Barnes & Noble  
 Shipped On: May 03, 2017  
 Track Order: 92419999936648583013420680

Item(s)	Quantity	Total	Status
 <p><b>Rome: An Urban History from Antiquity to the Present</b>            by Rabun Taylor, Katherine Wentworth Rinne, Spiro Kostof            Paperback (Reprint)            Gift Wrap:No</p>	1	\$37.32	Shipped

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