

Expense Report: Seattle Planning Sessions 11/12-11/14/2025



Expenses: Lodging, Meals & Misc

Name Michele Vrban

Date November 11-15, 2025

Department Marketing/Product/Venue Sales

Authorized by Les Ottolenghi

Period

Date	Description of Expense	Airfare	Lodging	Taxes	Ground Transportation (gas, rental, taxi)	Meals & Tips	Conf. & seminars	Miles	Mileage reimbursement	Miscellaneous	Total
11/13/2025	Chipotle - dinner	\$ -	\$ -	\$ -	\$ -	\$ 25.61	\$ -		\$ -	\$ -	\$25.61
11/14/2025	Hotel	\$ -	\$ 863.83	\$ 94.31	\$ -	\$ 223.32	\$ -		\$ -	\$ -	\$1,181.46
11/11/2025	Happy Clam	\$ -	\$ -	\$ -	\$ -	\$ 58.76	\$ -		\$ -	\$ -	\$58.76
11/12/2025	Potbelly lunch order for whole group	\$ -	\$ -	\$ -	\$ -	\$ 281.59	\$ -		\$ -	\$ -	\$281.59
11/4/2025	United Flight via Capital one Travel	\$ 1,254.00	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$1,254.00
11/12/2025	Starbucks	\$ -	\$ -	\$ -	\$ -	\$ 9.82	\$ -		\$ -	\$ -	\$9.82
11/15/2025	Uber from Newark airport to home	\$ -	\$ -	\$ -	\$ 96.96	\$ -	\$ -		\$ -	\$ -	\$96.96
11/14/2025	Uber from work site to dinner closer to airport	\$ -	\$ -	\$ -	\$ 82.93	\$ -	\$ -		\$ -	\$ -	\$82.93
11/11/2025	Uber from home to airport	\$ -	\$ -	\$ -	\$ 103.47	\$ -	\$ -		\$ -	\$ -	\$103.47
11/14/2025	Zeek's Pizza for working lunch group	\$ -	\$ -	\$ -	\$ -	\$ 64.20	\$ -		\$ -	\$ -	\$64.20
11/14/2025	Terminal ID 6099	\$ -	\$ -	\$ -	\$ -	\$ 128.50	\$ -		\$ -	\$ -	\$128.50
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$0.00
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$0.00
	Total	\$1,254.00	\$863.83	\$94.31	\$283.36	\$791.80	\$0.00	\$0.00	\$0.00	\$0.00	\$3,287.30

NOTES:

Meal charge at hotel was drinks with the Loop TV team in the hotel lobby



Uber Nov 16, 2024 4:38 PM

Thanks for tipping, Michele
We hope you enjoyed your ride this evening

Total	\$82.83
Trip base	\$66.75
Booking Fee	\$4.21
King County accessibility and safety fee	\$0.33
Tip	\$10.80
WA Driver Benefits Fee	\$0.25
WA Driver Insurance Decline Prolonged Fee	\$0.29

Payments

1 digital card	\$72.00
2 digital card	\$10.83

Trip details

23.5 miles, 41 minutes

6:10 PM
333 3rd Ave NE, Bellevue, WA 98004

9:38 PM
300 1st Ave S, Tukwila, WA 98148

Ride with **DAURICE**

When you ride with Uber, your trips are insured in a way that's covered by law.

Want to review your trip history?





Uber
Thanks for riding, Michele
We hope you enjoyed your ride this morning

Total \$96.96

In May 2025 in New Jersey, roughly 30% of customers' fares went toward covering government-mandated commercial insurance for ride-share/TNC (transportation network company) trips. [Learn more about this insurance.](#)

Tip fare	\$75.00
Booking Fee	\$11.00
NYNJ airport surcharge	\$0.00
Garden State Parkway Homerside Southbound	\$0.00
Garden State Parkway Raritan Southbound	\$0.00
New Jersey Newark Airport Elizabeth Capehart I-95 to Garden State Parkway I-95	\$0.00
State surcharge	\$0.00
Payments	
Apple Pay ****0000	\$96.96

Trip details

Uber
34 minutes, 40 minutes

Take Off
Newark Liberty International Airport (EWR), Newark, NJ 07102, US

Side Roll
Elizabeth, NJ 07208, US

You rode with an UberX
4.91 ★

Every ride-share trip operating in New Jersey is insured by Allstate

Want to rebook your trip tonight?



Sta



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Get PDFs e-signed. Recipients sign online for free.

Request e-signatures



Your OTG Order 251111026000687
1 message

OTG <support@flo.io>
To: micheletrban@gmail.com Tue, Nov 11, 2025 at 5

Happy Clam

Powered by flo.io

Happy Clam
Newark Liberty International Airport (EWR)
EWR Terminal C2- Gate C104

Order number: **251111026000687**
Order type: **Dine in**
Order location: Happy Clam , Table 4 , Seat 29
Order time: November 11, 2025, 05:36 PM EST
Payment Method: VISA *3949

Your receipt

1	Negroni	\$20.50
1	Caesar Salad Add Chicken Cutlet	\$26.58
Item subtotal:		\$47.08
Sales Tax:		\$3.21
3% Emp Benefits & Retention NJ		\$1.41
Tip:		\$7.06
Total (VISA *3949) :		\$58.76

A 3% Employee Benefits & Retention charge has been applied to your purchase. The surcharge is not gratuity payable directly to staff.

Help

11/16/25, 11:53 AM DoorDash Food Delivery - Order History

DOORDASH

Order Complete

Thursday, November 13, 2025 at 10:55 PM

Your order is complete. Enjoy!

Your Dasher
Emmanuel

Chipotle Mexican Grill
2 Items

- 1x Burrito Bowl**
\$12.15
Chicken, White Rice, Black Beans, Roasted Chili-Corn Salsa, Fajita Veggies
- 1x Chips & Guacamole**
\$6.05

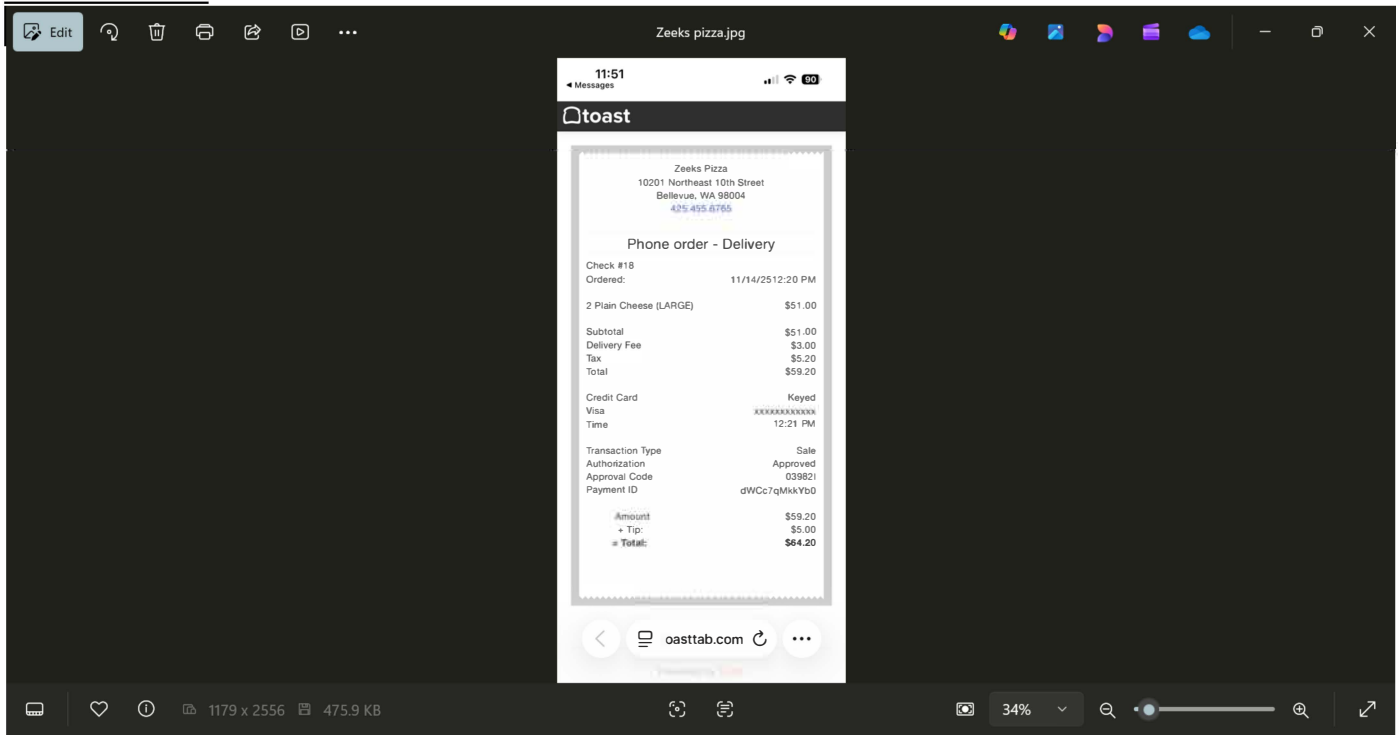
Subtotal	\$18.20
Delivery Fee	\$3.00 \$0.00
Service Fee	\$3.00
Estimated Tax	\$2.16
Dasher Tip	\$2.25
Total	\$20.60 \$25.61

Payment
Visa... 1543 11/13/2025 10:33 PM \$25.61

8.50 x 11.00 in

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Ask AI Assistant Why is this information important?



11/18/25, 9:21 PM

Michele Vrban - H-FSQ... Itemized hotel receipt

Itemized hotel receipt

Hotel: AC Hotel by Marriott Seattle
 name: @Bellevue/Downtown
 Guest name: Michele Vrban
 Confirmation #: H-FSQRGQOT16T7
 Invoice date: 11/17/2025
 Check-in: 11/18/2025
 Checkout: 11/21/2025
 Your stay: 3 Nights, 1 Room

Total cost divided per night

Invoice Date	Accommodation	Taxes and fees
11/18/2025 (Night 1)	\$287.94	\$31.44
11/19/2025 (Night 2)	\$287.94	\$31.44
11/20/2025 (Night 3)	\$287.94	\$31.44
Accommodation total*	\$863.83	
Taxes and fees total	\$94.31	
Total cost	\$958.14	

*This total reflects your purchase through Capital One Travel. Your hotel may provide an itemized receipt for any charges arranged directly with them.

Payment info



AC HOTELS BY MARRIOTT
 SEATTLE BELLEVUE DOWNTOWN
 308 100TH PLACE NE
 BELLEVUE, WA 98004
 T: 425 482 6666

MICHELEVRBAN
 1111 EXPEDIA GROUP WAY W
 SEATTLE WA 98119
 LOOP TV
 ROOM 230
 ROOM TYPE ONQN
 NUMBER OF GUESTS: 1
 CLERK: BSC

ARRIVE: 11NOV25
 DEPART: 14NOV25
 FOLIO NUMBER: 53210
 TIME: 12:36AM
 TIME: 07:54AM

DATE	DESCRIPTION	CHARGES	CREDITS
11Nov25	Market Beverage	9.00	
11Nov25	State Sales & Use Tax	0.09	
11Nov25	Local Sales & Use Tax	0.32	
13Nov25	Restaurant Room Charge	213.31	
14Nov25	Visa		223.22
	Card #		
	XXXXXXXXXXXX349000XX		
	Card Type: VISA Card Entry		
	MANUAL Approval Code: 052371		
	Balance:	0.00	

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