



200 W. 2nd St.  
# 582  
Royal Oak, MI 48068  
(248) 948-8100  
Email: [accounting@imagesoftinc.com](mailto:accounting@imagesoftinc.com)

## Invoice

Invoice Number 163578  
Invoice Date September 01, 2021  
Customer PO 188141  
Statement of Work 20823  
Page 1 of 1

### BILL TO:

Fort Bend County, TX  
500 Liberty St  
Richmond, TX 77469-3500  
United States

Customer ID 000313  
Payment Terms Net 30  
Due Date 10/01/2021

Project Number	Project	Account Executive	Project Manager	Accounting Contact
TRV000200020	PS Engagement 1 - Travel	Toni Smith	Kristen Stack	Celina Nickel

Resource	Description	Work Date	Quantity	Rate	Amount	Tax
Sydney Simpson	06/20/2021 - Airfare	7/29/2021			480.34	
Sydney Simpson	07/27/2021 - Lodging	8/2/2021			109.00	
Sydney Simpson	08/09/2021 - Airfare	8/9/2021			12.45	
Sydney Simpson	08/11/2021 - Employee Meal	8/11/2021			26.50	
Sydney Simpson	08/12/2021 - Employee Meal	8/12/2021			45.19	
Sydney Simpson	08/10/2021 - Rental Car	8/13/2021			251.41	
Sydney Simpson	08/13/2021 - Employee Meal	8/13/2021			29.17	
Sydney Simpson	08/13/2021 - Fuel	8/13/2021			17.92	
Sydney Simpson	08/13/2021 - Lodging	8/13/2021			335.61	
Sydney Simpson	08/13/2021 - Transportation	8/13/2021			105.34	
Subtotal Expenses					1,412.93	

Invoice Total	1,412.93
Sales Tax	0.00
Balance Due	1,412.93



Name	Report Title	Code
Sydney Simpson	Houston Fort Bend August 2021	23999

Transaction Date	#	Category	Memo	Attendees	Department	Receipt	Paid By	Reimburse	Total
08/13/2021	6	Car Rental	Rental car - Billable to Fort Bend County PS Engagement 1		ImageSoft Professional Serv 2	Yes	Employee	Yes	\$251.41
08/13/2021	3	Employee Meals	Lunch at airport - Billable to Fort Bend County PS Engagement 1	Sydney Simpson, i3 Verticals	ImageSoft Professional Serv 2	Yes	Employee	Yes	\$29.17
08/13/2021	4	Fuel	Gas for rental car		ImageSoft Professional Serv 3	Yes	Employee	Yes	\$17.92
08/13/2021	5	Lodging	Hotel - Billable to Fort Bend County PS Engagement 1		ImageSoft Professional Serv 2	Yes	Employee	Yes	\$335.61
	2								\$81.19
08/12/2021	10	Employee Meals	Dinner with Kristen - Billable to Fort Bend County PS Engagement 1	Sydney Simpson, i3 Verticals Kristen Stack, Project Manager, i3 Verticals	ImageSoft Professional Serv 3	Yes	Employee	Yes	\$45.19
08/12/2021	9	Employee Meals	Dinner with Kristen - Non-Billable portion	Sydney Simpson, i3 Verticals Kristen Stack, Project Manager, i3 Verticals	ImageSoft Professional Serv 3	Yes	Employee	Yes	\$36.00
	1								\$42.00
08/11/2021	12	Employee Meals	Lunch - Billable to Fort Bend County PS Engagement 1	Sydney Simpson, i3 Verticals Kristen Stack, Project Manager, i3 Verticals	ImageSoft Professional Serv 3	Yes	Employee	Yes	\$26.50
08/11/2021	11	Employee Meals	Lunch - Non-Billable portion	Sydney Simpson, i3 Verticals Kristen Stack, Project Manager, i3 Verticals	ImageSoft Professional Serv 3	Yes	Employee	Yes	\$15.50



Name	Report Title	Code
Sydney Simpson	Houston Fort Bend August 2021	23999

Transaction Date		#	Category	Memo	Attendees	Department	Receipt	Paid By	Reimburse	Total
■ 08/09/2021		7	Airfare	Airfare booking fee - Billable to Fort Bend County PS Engagement 1	Sydney Simpson, i3 Verticals	ImageSoft Professional Serv 3	Yes	Employee	Yes	\$12.45
■ 08/09/2021		8	Taxi and Cabs	Transportation to and from home airport - Billable to Fort Bend County PS Engagement 1		ImageSoft Professional Serv 3	Yes	Employee	Yes	\$105.34

▼ Rejected ♦ Draft ■ Submitted ● Approved

	Amount
Sub-total	■ \$875.09
Amount Due	■ \$875.09

Category	Mon 9	Tue 10	Wed 11	Thu 12	Fri 13	Sat 14	Sun 15	Total
Airfare	■ \$12.45							\$12.45
Car Rental					■ \$251.41			\$251.41
Employee Meals			■ \$26.50 ■ \$15.50	■ \$45.19 ■ \$36.00	■ \$29.17			\$152.36
Fuel					■ \$17.92			\$17.92
Lodging					■ \$335.61			\$335.61
Taxi and Cabs	■ \$105.34							\$105.34
<b>Total</b>	<b>\$117.79</b>	<b>\$0.00</b>	<b>\$42.00</b>	<b>\$81.19</b>	<b>\$634.11</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$875.09</b>



Name	Report Title	Code
Sydney Simpson	Houston Fort Bend August 2021	23999

#6

Begin forwarded message:

From: National Car Rental <national@nationalcar.com>  
Sent: August 13, 2021, 11:30 AM CDT  
To: Sydney Simpson  
Subject: National Rental Agreement #849626736



Rental Agreement # 849626736  
Invoice # 85041415596

Renter Information		Trip Information	
Renter Name	SYDNEY SIMPSON	Pickup	Return
Renter Address	KANSAS CITY, KS 66102 USA	Friday, August 13, 2021 7:37 PM	Friday, August 13, 2021 9:33 AM
Contract	IMAGEOFF INC	HOUSTON GEORGE BUSH ARPT	HOUSTON GEORGE BUSH ARPT (AH)
Rental Credits	1 credit has been awarded for this rental	17500 PALMETTO PNE	17500 PALMETTO PNE
Vehicle Information		HOUSTON, TX 77032	HOUSTON, TX 77032
4DR SEDAN		USA	USA
License # NV33968			
State/Province TX			
Unit # TVVGVY			
Vehicle # MP212646			
Vehicle Class Driven			
Midsize 2/4 door/Automatic/Air			
Vehicle Class Charged			
Compact 2/4 door/Automatic/Air			
Odometer Mileage/Kilometers			
Starting: 12,728			
Ending: 12,964			
Total: 236			
Fuel			
Starting: 7.0			
Ending:			

Thank you for renting with National Car Rental. We appreciate your business! This email was automatically generated from an unattended mailbox, so please do not reply to this e-mail.

#3

Begin forwarded message:

From: anOTGexperience <PadOrders@fiosolutions.net>  
Date: August 13, 2021 at 11:30:36 AM CDT  
To: sydney.isle@gmail.com  
Subject: Thank you for your order - Forno Magico

Forno Magico  
http://www.digipg.com/contact/

Date: 8/13/2021  
Order ID: 107705  
Order: 495  
Order ID:  
Order:

(1) Pepperoni Pizza @ \$17.60  
(1) Evian 500 mL @ \$5.50

Subtotal: \$23.10  
Tax: \$1.91  
Gratuity: \$4.16  
Total: \$29.17

VISA - 0109 \$29.17

Rate your experience

Thank you!  
United MileagePlus®. The world's most rewarding loyalty program™

#4

ATWAY 8 TRAVEL PLA  
XXXXXXXXXX2881  
1184 N SAM HOUSTON  
HOUSTON, TX  
77832  
88/13/2021 487674362  
88:21:41 AM

XXXXXXXXXXXX0109  
Visa  
INVOICE: 843592  
AUTH: 81658D

PUMP# 12  
Regular CA 5.859G  
PRICE/GAL \$3.859

FUEL TOTAL \$ 17.92

CREDIT \$ 17.92

Customer-activated Purchase/Capture  
Site #: 888888888822294  
Order Number: 1  
Sequence Number: 23216  
Card Read  
Card: VISA  
Mode: Issuer  
AID: A88888888831818  
TIR: 8888888888  
IAD: 88881283884682  
TSI: 8888  
ARC: 08  
TC: 44F4F3310488818  
APPROVED: 81658D

#5



Fairfield by Marriott®  
22010 South West Freeway, Houston, TX 77469 P 281.232.2101  
Fairfield Marriott.com

S. Simpson		Room: 320	
		Room Type: KING	
		Number of Guests: 1	
		Rate: \$99.00	
		Clerk:	
Arrive: 10Aug21	Time: 09:28PM	Depart: 13Aug21	Time: 12:00PM
		Folio Number: 59062	

DATE	DESCRIPTION	CHARGES	CREDITS
10Aug21	Room Charge	\$4.00	
10Aug21	State Occupancy Tax	5.64	
10Aug21	City Tax	6.58	
11Aug21	Room Charge	104.00	
11Aug21	State Occupancy Tax	6.24	
11Aug21	City Tax	7.28	
12Aug21	Room Charge	99.00	
12Aug21	State Occupancy Tax	5.54	
12Aug21	City Tax	6.93	
13Aug21	VISA		335.61

Card #: XXXXXXXXXXXXXXXXXXXX  
Amount: \$35.61 Auth: 042540  
This card was electronically voided on 10Aug21

BALANCE: 0.00

Marriott Bonvoy Account # XXXXX1482. Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy account statement or your online statement for updated activity.

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Take the comfort of the Fairfield sleep experience home. Visit the Fairfield official retail store at FairfieldStore.com.

#2



#1





Name	Report Title	Code
Sydney Simpson	Houston Fort Bend August 2021	23999

#7

	Today's Date Aug 9, 2021 Purchased Simpson, Sydney
Itinerary 29103982199	

  

Flight Receipt	
✈ MCI-IAH (Round Trip) (Exchange)	
United 6228 , Departure date - Aug 10, 2021	
MCI-IAH, Economy/Coach Class (V)	
United 6141 , Departure date - Aug 13, 2021	
IAH-MCI, Economy/Coach Class (V)	
Ticket 7577254154	
Exchange date - Aug 5, 2021	
Base fare	\$352.98
Taxes & airline fees	\$55.27
Credit	(\$402.80)
<b>TOTAL</b>	<b>\$5.45</b>
Visa Ending In 0109	
Exchange date - Aug 5, 2021	
Air booking fee	\$7.00
<b>TOTAL FLIGHT CHARGES</b>	<b>\$12.45</b>

Department 06 Simpson, Sydney  
Trip Reason Customer on-site for training ImageSoft, Inc.  
25900 W. 11 Mile Rd, Ste 100  
Southfield, MI 48034  
Trip Name Houston August 2021  
Transactions up to 08/01/2021 have been reconciled with the Airlines Reporting Corporation (ARC). ARC does not reconcile fee charges / refunds.

This receipt only includes transactions which were charged through Egecia.  
Please contact the vendor directly if you need additional receipts. Only  
transactions up to 08/08/2021 are included.

#8

Sydney Simpson	
From:	SuperShuttle <Reservations@SuperShuttle.com>
Sent:	Monday, August 9, 2021 10:38 AM
To:	Sydney Simpson
Subject:	SuperShuttle-Booking Confirmation #3968882/3968883

  

**You're booked!**

Sydney Simpson,  
Thank you for choosing SuperShuttle! View your trip summary and receipt below.

Trip Details: (To MCI)	
Confirmation Number:	3968882
Pickup Time:	Aug 10 2021 2:49PM (Tuesday)
Pickup Location:	323 N 30 St Kansas City, KS, 66102
Drop Off Location:	MCI - Kansas City Airport
Service Type:	Non-Stop Ride

Description: Direct ride for up to 4 passengers and 4 bags total.

Transportation Provider\* 2Trip  
Dispatch Contact Number\*\* (520) 216-4999  
Passengers: 1 Passenger  
Passenger Contact +1 (913) 486-6903  
Flight Schedule United Airlines #6141  
Flight Date 8/10/2021 4:55:00 PM

Fare Details	
Fare	\$46.10
Tip	\$0.00
Airport Entry Fee	\$2.00
Trip Total	\$56.40

1

Trip Details: (From MCI)	
Confirmation Number:	3968883
Pickup Time:	Aug 13 2021 2:15PM (Friday)
Pickup Location:	MCI - Kansas City Airport
Drop Off Location:	323 N 30 St Kansas City, KS, 66102
Service Type:	Non-Stop Ride

Direct ride for up to 4 passengers and 4 bags total.

Transportation Provider\* 2Trip  
Dispatch Contact Number\*\* (520) 216-4999  
Passengers: 1 Passenger  
Passenger Contact +1 (913) 486-6903  
Flight Schedule United Airlines #6141  
Flight Date 8/13/2021 2:15:00 PM

Arrival Instructions: Your driver will meet you at the pick-up point in the center median. For terminal B the driver will be at the center median near door B7 or door B12. For terminal C the driver will be at the center median near door C5. ETAs is 5-20 minutes after check in. Call (520) 216-4999 if needed.

Fare Details	
Fare	\$30.78
Tip	\$7.16
Airport Entry Fee	\$2.00
Trip Total	\$40.04

Payment Info	
Payment Method	Visa **** 0109
Payment Total	\$109.34

If your plans change:  
Within 4 hours of pickup time, for changes or status on your vehicle please call the provider directly at (520) 216-4999.  
If more than 4 hours in advance, is change or cancel please call 1-800-Blue Van (800-258-3826) or visit [www.supershuttle.com](http://www.supershuttle.com).  
Please mention that you have a SuperShuttle/ExpoCar reservation. Confirmation number 3968882 or 3968883 depending on which trip you're calling about.

Every SuperShuttle Express affiliate is locally owned and operated and has been qualified by SuperShuttle to provide this service. Please contact the provider directly if there are any questions regarding your trip.

Thank you,  
SuperShuttle Express

Airport Rides Made Simple

2



#### Employee Information

**Name** Sydney Isle  
**Company** ImageSoft, Inc.

**Email** sisle@imagesoftinc.com

#### Approval History

7/29/2021 Submitted Sydney Isle  
7/29/2021 Approved Danielle Engelhardt  
7/29/2021 Approved Mary Beth Eddy  
7/29/2021 Processed Mary Beth Eddy  
7/29/2021 Approval Code: 8330  
7/29/2021 Reimbursed Mary Beth Eddy

#### Statement Information

**Expense Report Name** Houston Expenses - 6/20/2021 - 7/29/2021

**Start Date** 6/20/2021

**Client Billable Status** Billable Items: 1

**End Date** 7/29/2021

**Department** Cust Care, Prof Services Team Member

**Status** Completed

**Description** Expenses from cancelled trip to Houston.

**Customer** Fort Bend County, TX

**Project** Fort Bend County TX - 20823 - PS Engagement 1 - Travel

**Sales Opp #**

**Trade Show**

Expense Category	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
	6/20/2021	6/21/2021	6/22/2021	6/23/2021	6/24/2021	6/25/2021	6/26/2021	
Airfare	480.34							480.34
<b>Total</b>	<b>480.34</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>480.34</b>

**Per Diem Expenses** \$0.00

**Expenses Non-Reimbursable** \$0.00

**Disapproved Expenses** \$0.00

**Expenses Reimbursable to Employee** \$480.34

**Total Company Expenses** \$480.34

#### Expense Comments

Date	Category	Amount	Reason
6/20/2021	Airfare	480.34 USD	Reason: Customer requested on-site and cancelled at the last minute

Vendor: United Airlines

Details

Date	Reimb. Amt	Non Reimb. Amt	Curr.	Reimbursable	Billable	Exp Type	Category	Department	Customer	Project
6/20/2021	480.34		USD	Yes	Yes	Travel	Airfare	Cust Care, Prof Services Team Member	Fort Bend County, TX	Fort Bend County TX - 20823 - PS Engagement 1 - Trave

Receipt Report Link: <https://www.certify.com/RR.aspx?i=C6D37A4745483CA1A58E74AFE27FF09D19&s=ADA7E595>



Itinerary 29026848543

Today's Date

Jul 27, 2021

Purchased

Simpson, Sydney

## Flight Receipt

### ✈ MCI-IAH (Round Trip) (Purchase)

United 5372 , Departure date - Jun 20, 2021

MCI-IAH, Economy/Coach Class (H)

United 6376 , Departure date - Jun 24, 2021

IAH-MCI, Economy/Coach Class (V)

Ticket 7567902313

Purchase date - Jun 18, 2021

Base fare ..... \$413.53

Taxes & airline fees ..... \$59.81

**TOTAL \$473.34**

Visa Ending In 0109

Purchase date - Jun 18, 2021

Air booking fee ..... \$7.00

**TOTAL FLIGHT CHARGES \$480.34**

Department 06

Isle, Sydney

Trip Reason Customer Requested On-Site

ImageSoft, Inc.

25900 W. 11 Mile Rd, Ste 100

Trip Name Houston June 2021

Southfield, MI, 48034

*Transactions up to 07/18/2021 have been reconciled with the Airlines Reporting Corporation (ARC). ARC does not reconcile fee charges / refunds.*

*This receipt only includes transactions which were charged through Egencia.*

*Please contact the vendor directly if you need additional receipts. Only transactions up to 07/26/2021 are included.*





### Employee Information

**Name** Sydney Isle  
**Company** ImageSoft, Inc.

**Email** sisie@imagesoftinc.com

### Approval History

8/1/2021 Submitted Sydney Isle  
8/2/2021 Approved Danielle Engelhardt  
8/2/2021 Approved Terri Grier  
8/2/2021 Processed Terri Grier  
8/2/2021 Approval Code: 8333  
8/2/2021 Reimbursed Terri Grier

### Statement Information

**Expense Report Name** Expenses - 7/27/2021 - 7/27/2021

**Start Date** 7/27/2021

**Client Billable Status** Billable Items: 1

**End Date** 7/27/2021

**Department** Cust Care, Prof Services Team Member

**Status** Completed

**Description** Trip cancelled last minute

**Customer** Fort Bend County, TX

**Project** Fort Bend County TX - 20823 - PS Engagement 1 - Travel

**Sales Opp #**

**Trade Show**

Expense Category	Sunday 7/25/2021	Monday 7/26/2021	Tuesday 7/27/2021	Wednesday 7/28/2021	Thursday 7/29/2021	Friday 7/30/2021	Saturday 7/31/2021	Total
Lodging			109.00					109.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>109.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>109.00</b>

**Per Diem Expenses** \$0.00

**Expenses Non-Reimbursable** \$0.00

**Disapproved Expenses** \$0.00

**Expenses Reimbursable to Employee** \$109.00

**Total Company Expenses** \$109.00

### Expense Comments

Date	Category	Amount	Reason
7/27/2021	Lodging	109.00 USD	Reason: Trip cancelled last minute

Vendor: Springhill Suites Marriott  
Location: Rosenberg, TX

Details

Date	Reimb. Amt	Non Reimb. Amt	Curr.	Reimbursable	Billable	Exp Type	Category	Department	Customer	Project
7/27/2021	109.00		USD	Yes	Yes	Lodging	Lodging	Cust Care, Prof Services Team Member	Fort Bend County, TX	Fort Bend County TX - 20823 - PS Engagement 1 - Trave

Receipt Report Link: <https://www.certify.com/RR.aspx?i=AFBCD325081CF5273E84847CB9089F9F1B&s=A541C31C>

**SPRINGHILL SUITES®**  
BY MARRIOTT  
**SPRINGHILL SUITES BY MARRIOTT®**  
6815 Reading Rd, Rosenberg Tx 77471 P 832.595.2220  
**springhillsuites.com**

Sydney Simpson		Room: CXL		
Not Available		Room Type: HSE		
		Number of Guests: 1		
		Rate: \$109.00	Clerk: FPT	
Arrive: 27Jul21	Time: 05:40AM	Depart: 27Jul21	Time: 05:40AM	Folio Number: 57130

DATE	DESCRIPTION	CHARGES	CREDITS
27Jul21	Guestroom Cancellations	109.00	
27Jul21	Visa		109.00

Card #: VXXXXXXXXXXXXX0109XXXX  
Amount: 109.00 Auth: 01216D

<b>BALANCE:</b>		<b>0.00</b>
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