

Travel Request

Travel Request Detail

Emery ROACH 779271 [User Defaults](#) Staff (Y/N): Y Report ID: 0000144851

General Information	
Description: OB to Georgetown	Pre/Post Travel: <input type="radio"/> Expense Report <input checked="" type="radio"/> Travel Request
Business Purpose: Official Business travel	*Date From: 05/12/2015 *Date To: 13/12/2015
Link Travel Request ID: 0000129068	Comment: As per GSSC request, this TR is to cover the cost for the ticket JFK/Georgetown/JFK. Original dates
Status: Paid	Reference: PTQSVH
Default Location:	Last Updated: 18/12/2015 By: ana.diaz-de-la-cebosa
Post State: Posted	

Vendor Information	
Vendor SetID: UNDP1 Vendor Location: 001	<input type="checkbox"/> Personal Deviation
Vendor ID: 0000027033 UN Identifier: 779271	<input type="checkbox"/> Compliant with travel policy Digital Itinerary
Vendor Name: ROACH, Emery Kenroy	
Adjustment Cash Advance	Itinerary
More Options:	<input type="button" value="GO"/>

Details Personalize | Find | View All | First 1 of 1 Last

*Overview							
*Expense Type	*Expense Date	Monetary Amount	Transaction Amount	*Transaction Currency	*Payment Type	*Billing Type	
Travel Fare (Air/Surface)	25/05/2015	786.00	786.00	USD	Travel Agency Ticket-HQ	Standard	Detail

Totals			
Total Expenses in this report:	786.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	786.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD	Official Fare:	0.00 USD
Cash Advances Applied:	0.00 USD	Preferred Fare:	0.00 USD
Definition of Totals			

[Expense Report Project Summary](#)

Action History				
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Profile	Description	Action	Date/Time	
Originator	Ana Maria LUEY	Submitted	16/12/2015 12:12:51PM	
Certifying Officer	Ana Maria LUEY	Approved	18/12/2015 9:19:04AM	
Approver	Ana DIAZ DE LA CEBOSA	Approved	18/12/2015 9:46:59AM	

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Ana Maria Luey

From: Siti-Suhaila SULAIMAN
Sent: Tuesday, November 24, 2015 2:37 AM
To: Ana Maria Luey
Cc: Ekaterina Bachinskaya
Subject: URGENT: LTR is required/TR129068 (Emery Kenroy ROACH)

Importance: High

Dear Colleagues,

This is regarding to the reconciliation of ticket charges invoiced in accordance with the original TR129068.

The original TR129068 was approved for the ticket amount of \$800 being for Emery Roach's trip to Georgetown for CARICOM Secretariat during 27 April to 1 May 2015.

In April, our Central Travel Account(CTA) were been charged with 2 billings amounting \$786 with the same amount but for different traveler (not for Emery Roach). Since these 2 billings have same amount and travel details (merchant name and ticket number), only 1 billing was been paid and left another billing unpaid upon investigation by UNDP. Whilst the pending billing of \$786 still under further analyst and investigation, the TR129068 raised for Emery Roach's trip to Georgetown was been credited to your project in full amount as per the TR at \$800 through negative **ER136132** in August as the remained unpaid billing was initially erroneously identified as related to different traveler, and not for Emery Roach.

After a thorough investigation on the unpaid billing has completed, it was been identified that the remaining unpaid charged of \$786 was actually for Emery Roach's trip.

Now, since the TR129068 has already been credited to your project budget in August, we can't use this TR anymore to pay for the remaining invoice charged at \$786.

The charge in question is not an additional charge, it is within the ticket amount approved for TR129068 earlier. Please see below the details of ticket charges and refund been posted to the central travel account:

*Status	Empl ID	Name	TR/ER ID	Merchant	Departure Date	Airline Ticket No	TR Amount	Transaction Currency
Reconciled	779271	ROACH,Emery	129068		26/8/2015	TR_RELEASE	800	USD
Pending	779271	ROACH,Emery	129068	CARIBEAN	20/4/2015	10619696895083	800	USD

Thus, we would appreciate for your kind assistance to urgently raise and approve new link TR at \$786 in order for us to pay the pending CTA invoice as soon as possible.

Please let me know if you have any further concerns or clarification.

Thank you for your understanding and cooperation on this matter.

Thank you
Regards,

Siti Suhaila Sulaiman

Expense Report

Expense Report Detail

Emery ROACH 779271 [User Defaults](#) Staff (Y/N): Y Report ID: 0000136132

General Information
Description: New ER for 0000129068 **Pre/Post Travel:** Expense Report Travel Request
Business Purpose: Official Business travel ***Date From:** 25/04/2015 ***Date To:** 03/05/2015
Related Report ID: 0000129068 **Comment:** Differential expense report for air ticket fare
Status: Paid
Default Location: Georgetown **Reference:** TKT ADJ
Post State: Posted **Last Updated:** 27/08/2015 **By:** siti-suhaila.sulaiman

Vendor Information
Vendor SetID: UNDP1 **Vendor Location:** 001 Personal Deviation
Vendor ID: 0000027033 **UN Identifier:** 779271 Compliant with travel policy Digital Itinerary
Vendor Name: ROACH, Emery Kenroy
[Adjustment Cash Advance](#) [Itinerary](#)
More Options:

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*Overview

*Expense Type	*Expense Date	Monetary Amount	Transaction Amount	*Transaction Currency	*Payment Type	*Billing Type	
Travel Fare (Air/Surface)	27/08/2015	-800.00	-800.00	USD	Travel Agency Ticket-HQ	Standard	Detail

Totals

Total Expenses in this report:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	-800.00 USD
Prepaid Expenses:	0.00 USD	Pre Travel Expenses:	907.00 USD
Employee Credits:	0.00 USD	Pre+Post Travel Expenses:	107.00 USD
Vendor Credits:	800.00 USD	Official Fare:	0.00 USD
Cash Advances Applied:	0.00 USD	Preferred Fare:	0.00 USD

[Definition of Totals](#)

[Expense Report Project Summary](#)

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Travel Request

Travel Request Detail

Emery ROACH 779271 [User Defaults](#) Staff (Y/N): Y Report ID: 0000129068

General Information	
Description:	OB to Georgetown
Business Purpose:	Official Business travel
Link Travel Request ID	<input type="text"/>
Status:	Paid
Default Location:	Georgetown
Post State:	Posted
Pre/Post Travel:	<input type="radio"/> Expense Report <input checked="" type="radio"/> Travel Request
*Date From:	25/04/2015
*Date To:	03/05/2015
Comment:	OB to CARICOM Secretariat during 27 April to 1 May 2015.
Reference:	PTQSVH
Last Updated:	07/04/2015 By: ada.servellon-rivera-hernandez
Vendor Information	
Vendor SetID:	UNDP1 Vendor Location: 001 <input type="checkbox"/> Personal Deviation
Vendor ID:	0000027033 UN Identifier: 779271 <input type="checkbox"/> Compliant with travel policy Digital Itinerary
Vendor Name:	ROACH, Emery Kenroy
Adjustment Cash Advance Itinerary More Options: <input type="text"/> <input type="button" value="GO"/>	

Details Personalize | Find | View All | First 1-3 of 3 Last

*Expense Type	*Expense Date	Monetary Amount	Transaction Amount	*Transaction Currency	*Payment Type	*Billing Type	
Travel Fare (Air/Surface)	25/04/2015	800.00	800.00	USD	Travel Agency Ticket-HQ	Standard	Detail
DSA (Standard)	26/04/2015	705.00	705.00	USD	Claimable	Standard	Detail
Terminal Manual	26/04/2015	202.00	202.00	USD	Claimable	Standard	Detail

Totals			
Total Expenses in this report:	1,707.00 USD	Due Employee:	907.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	800.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD	Official Fare:	0.00 USD
Cash Advances Applied:	0.00 USD	Preferred Fare:	0.00 USD

[Definition of Totals](#)

Expense Report Project Summary

Profile	Description	Action	Date/Time	
Originator	Ana Maria LUEY	Submitted	02/04/2015 2:13:30PM	
Certifying Officer	Ana Maria LUEY	Approved	02/04/2015 4:26:28PM	
Approver	ADA SERVELLON RIVERA HERNANDEZ	Approved	07/04/2015 1:01:25PM	

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