





Example of Out-of-Pocket Airfare Expense and Agent Fee Expense in Chrome River

DATE	EXPENSE	SPENT	PAY ME
Wed 08/07/2024	 Airfare DELTA 00670890121941	568.05 USD	568.05
Wed 08/07/2024	 Travel Agency / Booking Fee AGENT FEE 89008774413042	4.00 USD	4.00

Example of CTA Airfare Expense and Agent Fee Expense in Chrome River

DATE	EXPENSE	SPENT	PAY ME
Wed 08/07/2024	 Airfare DELTA 00670890121941	568.05 USD	0.00
Wed 08/07/2024	 Travel Agency / Booking Fee AGENT FEE 89008774413042	4.00 USD	0.00