

## EXPENSE REPORT

Name:   
 New Employee No.   
 Premerger Badge No.  Comail: **T4 - INF** Cost Center Number: **900908**  
 Period: From \_\_\_\_\_ through \_\_\_\_\_ Reason for Expense: **Uniform Alterations**

\*Per diem per Company policy or actual receipts, not both.

**WEEKLY EXPENSE DIARY**

NOMINAL: 366000 Meals and Entertainment									
11	DATE								<b>TOTALS</b>
12	City								
13	Flight Times - Departure:								
14	Arrival:								
15	Breakfast								\$0.00
16	Lunch								\$0.00
17	Dinner								\$0.00
18	Per Diem								\$0.00
19	Entertainment								\$0.00
20	Subtotal 366000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NOMINAL: 365000 Travel Expenses									
22	Hotel Room								\$0.00
23	Hotel Telephone								\$0.00
24	Mileage (# miles)								0.00
25	Rate per mile: <b>\$0.505</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26	Rental Car								\$0.00
27	Other Travel Exp.								\$0.00
28	Non-Meal Tips								\$0.00
29	Subtotal 365000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NOMINAL: Other Misc. Expenses									
31	Other Misc. Exp.								\$0.00
32									\$0.00
33	Cell Phone - 371000								\$0.00
34	Total								\$0.00

Line # and Date	EXPLANATION - for add'l space, use attached spreadsheet	AMOUNT

**TOTALS**

40	CO	FN	NOMINAL	COST CTR	PHANTOM	DESCRIPTION	AMOUNT
			366000		0000	MEALS AND ENTERTAINMENT (from line 20 above)	\$0.00
			365000		0000	TRAVEL EXPENSES (from line 29 above)	\$0.00
					0000	OTHER MISC. EXP (from line 31 above)	\$0.00
					0000	OTHER MISC. EXP (from line 32 above)	\$0.00
			371000		0000	OTHER MISC. EXP (from line 33 above)	\$0.00
48	EXPENSE REPORT TOTAL						\$0.00
49	Less Temporary Advance- Check Number: _____ Date: _____						\$0.00
50	Amount Refunded to Company						\$0.00
51	Amount Due Employee						\$0.00

I certify that all information included in this expense report is true and correct.

X

X	X
Employee Signature/Certification	Employee Signature/Certification
Badge #	Badge #
Date	Date

X	X	X	X
Cost Center Approval	Additional Approval	Additional Approval	Additional Approval
Badge #	Badge #	Badge #	Badge #
Date	Date	Date	Date