

Expense List

Employee Name: George Jackson

Project Title: Product launch GSS-4378

Department Name: Product Management

Trip Purpose: Customer Focus Group Meeting

EXPENSES FOR THE WEEK STARTING : 11/03/2003

DATE	EXPENSE DESCRIPTION	PAYMENT METHOD	AMOUNT
11/03/03	AIRFARE - Online ticket purchase	Company	\$1,202.34
11/03/03	TOLLS/PARKING	Cash	\$23.50
11/03/03	MILES	Cash	\$19.71
11/03/03	HOTEL	Cash	\$176.40
11/03/03	BREAKFAST	Cash	\$6.79
11/03/03	LUNCH	Cash	\$23.33
11/03/03	DINNER - Interviewed territory manager candidate	Company	\$92.33
11/04/03	TOLLS/PARKING	Cash	\$23.50
11/04/03	HOTEL	Cash	\$176.40
11/04/03	TELEPHONE	Cash	\$12.22
11/04/03	BREAKFAST - Customer meeting	Cash	\$45.08
11/04/03	LUNCH - Prospecting	Cash	\$80.00
11/04/03	DINNER	Cash	\$18.00
11/04/03	ENTERTAINMENT - Golf outing with customer	Company	\$300.00
11/05/03	TOLLS/PARKING	Cash	\$23.50
11/05/03	HOTEL	Cash	\$176.40
11/05/03	BREAKFAST - Meeting with PR firm	Company	\$40.50
11/05/03	LUNCH - Group lunch	Company	\$109.87
11/05/03	DINNER	Cash	\$77.29
11/06/03	TOLLS/PARKING	Cash	\$23.50
11/06/03	HOTEL	Cash	\$176.40
11/06/03	TELEPHONE	Cash	\$10.08
11/06/03	BREAKFAST - Customer meeting	Cash	\$77.29
11/06/03	LUNCH	Cash	\$16.20
11/06/03	DINNER - Meeting with distributors	Company	\$205.06
11/06/03	OFFICE SUPPLIES	Cash	\$190.00
11/07/03	CAR RENTAL	Cash	\$331.23
11/07/03	TOLLS/PARKING	Cash	\$23.50
11/07/03	MILES	Cash	\$19.71
11/07/03	BREAKFAST	Cash	\$9.00
		LESS CASH ADVANCE	\$500.00
		Total Company paid	\$1,950.10
		DUE EMPLOYEE	\$1,259.03