

Green River Enterprises

Employee Name: George Jackson

Project Title:

Department Name:

Trip Purpose:

EXPENSES FOR THE WEEK STARTING : 01/01/2002

DATE	Tuesday 01/01/2002	Wednesday 01/02/2002	Thursday 01/03/2002	Friday 01/04/2002	Saturday 01/05/2002	Sunday 01/06/2002	Monday 01/07/2002	CASH SPENT	COMPANY CHARGES	TOTAL
AIRFARE										
CAR RENTAL										
LOCAL TRANS.										
PARKING										
MILES	34	23	34	5	44			140		140
MILEAGE AMOUNT	\$12.41	\$8.40	\$12.41	\$1.83	\$16.06			\$51.10		\$51.10
HOTEL										
* TRANS. Subtotal *	\$12.41	\$8.40	\$12.41	\$1.83	\$16.06			\$51.10		\$51.10
BREAKFAST	\$6.00	\$7.40	\$13.22	\$4.90				\$31.52		\$31.52
LUNCH	\$8.60	\$4.50	\$9.08	\$12.00	\$11.09			\$45.27		\$45.27
DINNER										
OTHER										
* MEALS Subtotal *	\$14.60	\$11.90	\$22.30	\$16.90	\$11.09			\$76.79		\$76.79
TELEPHONE										
MEALS										
ENTERTAINMENT	\$12.00							\$12.00		\$12.00
MISC										
* BUSINESS Subtotal *	\$12.00							\$12.00		\$12.00
TOTAL	\$39.01	\$20.30	\$34.71	\$18.73	\$27.15			\$139.89		\$139.89

Total Company paid	\$0.00
Total employee Expense	\$139.89

Green River Enterprises

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EXPENSES FOR THE WEEK STARTING : 01/08/2002

DATE	Tuesday 01/08/2002	Wednesday 01/09/2002	Thursday 01/10/2002	Friday 01/11/2002	Saturday 01/12/2002	Sunday 01/13/2002	Monday 01/14/2002	CASH SPENT	COMPANY CHARGES	TOTAL
AIRFARE		\$342.44						\$342.44		\$342.44
CAR RENTAL		\$80.00						\$80.00		\$80.00
LOCAL TRANS.		\$28.00						\$28.00		\$28.00
PARKING		\$14.50						\$14.50		\$14.50
MILES	18	21	23	44	22	32		160		160
MILEAGE AMOUNT	\$6.57	\$7.67	\$8.40	\$16.06	\$8.03	\$11.68		\$58.40		\$58.40
HOTEL										
* TRANS. Subtotal *	\$6.57	\$472.61	\$8.40	\$16.06	\$8.03	\$11.68		\$523.34		\$523.34
BREAKFAST	\$4.35		\$6.65	\$5.00	\$6.00			\$22.00		\$22.00
LUNCH		\$11.23		\$22.01		\$22.00		\$55.24		\$55.24
DINNER										
OTHER										
* MEALS Subtotal *	\$4.35	\$11.23	\$6.65	\$27.01	\$6.00	\$22.00		\$77.24		\$77.24
TELEPHONE										
MEALS										
ENTERTAINMENT		\$12.22			\$43.43			\$55.65		\$55.65
MISC										
* BUSINESS Subtotal *		\$12.22			\$43.43			\$55.65		\$55.65
TOTAL	\$10.92	\$496.06	\$15.05	\$43.07	\$57.46	\$33.68		\$656.23		\$656.23

Total Company paid	\$0.00
Total employee Expense	\$656.23

Green River Enterprises

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EXPENSES FOR THE WEEK STARTING : 01/15/2002

DATE	Tuesday 01/15/2002	Wednesday 01/16/2002	Thursday 01/17/2002	Friday 01/18/2002	Saturday 01/19/2002	Sunday 01/20/2002	Monday 01/21/2002	CASH SPENT	COMPANY CHARGES	TOTAL
AIRFARE										
CAR RENTAL										
LOCAL TRANS.										
PARKING	\$5.00	\$22.00	\$16.00	\$12.00	\$3.00			\$58.00		\$58.00
MILES	3	42	23	43	12			123		123
MILEAGE AMOUNT	\$1.10	\$15.33	\$8.40	\$15.70	\$4.38			\$44.90		\$44.90
HOTEL										
* TRANS. Subtotal *	\$6.10	\$37.33	\$24.40	\$27.70	\$7.38			\$102.90		\$102.90
BREAKFAST	\$5.90	\$33.00	\$3.90	\$23.00				\$65.80		\$65.80
LUNCH		\$33.00	\$23.00					\$56.00		\$56.00
DINNER	\$9.87		\$10.22					\$20.09		\$20.09
OTHER										
* MEALS Subtotal *	\$15.77	\$66.00	\$37.12	\$23.00				\$141.89		\$141.89
TELEPHONE										
MEALS										
ENTERTAINMENT	\$12.09							\$12.09		\$12.09
MISC										
* BUSINESS Subtotal *	\$12.09							\$12.09		\$12.09
TOTAL	\$33.96	\$103.33	\$61.52	\$50.70	\$7.38			\$256.88		\$256.88

Total Company paid	\$0.00
Total employee Expense	\$256.88

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EXPENSES FOR THE WEEK STARTING : 01/29/2002

DATE	Tuesday 01/29/2002	Wednesday 01/30/2002	Thursday 01/31/2002	Friday 02/01/2002	Saturday 02/02/2002	Sunday 02/03/2002	Monday 02/04/2002	CASH SPENT	COMPANY CHARGES	TOTAL
AIRFARE										
CAR RENTAL										
LOCAL TRANS.										
PARKING										
MILES										
MILEAGE AMOUNT										
HOTEL										
* TRANS. Subtotal *										
BREAKFAST										
LUNCH										
DINNER										
OTHER										
* MEALS Subtotal *										
TELEPHONE										
MEALS										
ENTERTAINMENT										
MISC										
* BUSINESS Subtotal *										
TOTAL										

Total Company paid	\$0.00
Total employee Expense	\$0.00

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EXPENSES FOR THE WEEK STARTING : 02/05/2002

DATE	Tuesday 02/05/2002	Wednesday 02/06/2002	Thursday 02/07/2002	Friday 02/08/2002	Saturday 02/09/2002	Sunday 02/10/2002	Monday 02/11/2002	CASH SPENT	COMPANY CHARGES	TOTAL
AIRFARE										
CAR RENTAL										
LOCAL TRANS.										
PARKING	\$4.00			\$12.00				\$16.00		\$16.00
MILES	32	98	3	43	44			220		220
MILEAGE AMOUNT	\$11.68	\$35.77	\$1.10	\$15.70	\$16.06			\$80.30		\$80.30
HOTEL										
* TRANS. Subtotal *	\$15.68	\$35.77	\$1.10	\$27.70	\$16.06			\$96.30		\$96.30
BREAKFAST	\$8.90		\$12.00					\$20.90		\$20.90
LUNCH		\$20.10		\$11.00	\$12.12			\$43.22		\$43.22
DINNER	\$19.22	\$21.00						\$40.22		\$40.22
OTHER										
* MEALS Subtotal *	\$28.12	\$41.10	\$12.00	\$11.00	\$12.12			\$104.34		\$104.34
TELEPHONE										
MEALS										
ENTERTAINMENT										
MISC										
* BUSINESS Subtotal *										
TOTAL	\$43.80	\$76.87	\$13.10	\$38.70	\$28.18			\$200.64		\$200.64

Total Company paid	\$0.00
Total employee Expense	\$200.64

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EXPENSES FOR THE WEEK STARTING : 02/12/2002

DATE	Tuesday 02/12/2002	Wednesday 02/13/2002	Thursday 02/14/2002	Friday 02/15/2002	Saturday 02/16/2002	Sunday 02/17/2002	Monday 02/18/2002	CASH SPENT	COMPANY CHARGES	TOTAL
AIRFARE										
CAR RENTAL										
LOCAL TRANS.										
PARKING										
MILES	33	52	16	19	44			164		164
MILEAGE AMOUNT	\$12.05	\$18.98	\$5.84	\$6.94	\$16.06			\$59.86		\$59.86
HOTEL										
* TRANS. Subtotal *	\$12.05	\$18.98	\$5.84	\$6.94	\$16.06			\$59.86		\$59.86
BREAKFAST			\$12.00					\$12.00		\$12.00
LUNCH	\$12.00	\$13.32	\$16.33	\$12.00	\$11.00			\$64.65		\$64.65
DINNER										
OTHER										
* MEALS Subtotal *	\$12.00	\$13.32	\$28.33	\$12.00	\$11.00			\$76.65		\$76.65
TELEPHONE										
MEALS										
ENTERTAINMENT										
MISC										
* BUSINESS Subtotal *										
TOTAL	\$24.05	\$32.30	\$34.17	\$18.94	\$27.06			\$136.51		\$136.51

Total Company paid	\$0.00
Total employee Expense	\$136.51

Expense Summary Report - Personal Expenses

Employee Name: George Jackson

Project Title:

Department Name:

Trip Purpose:

SUMMARY OF EXPENSES FROM 01/01/2002 to 02/16/2002

Date	Description	EXPENSES			Payments
		Employee Paid	Company Paid	Total	
01/01/2002	Expenses for week beginning 01/01/2002	\$139.89		\$139.89	
01/08/2002	Expenses for week beginning 01/08/2002	\$656.23		\$656.23	
01/15/2002	Expenses for week beginning 01/15/2002	\$256.88		\$256.88	
01/22/2002	Expenses for week beginning 01/22/2002				
01/29/2002	Expenses for week beginning 01/29/2002				
02/05/2002	Expenses for week beginning 02/05/2002	\$200.64		\$200.64	
02/12/2002	Expenses for week beginning 02/12/2002	\$136.51		\$136.51	
Totals		\$1,390.15		\$1,390.15	
				Total Due Employee:	\$1,390.15

Expense Summary Report - Personal Expenses

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Trip Purpose:

SUMMARY OF EXPENSES FROM 01/01/2002 to 02/16/2002

Account	E X P E N S E S		Total
	Employee Paid	Company Paid	
AIRFARE	\$342.44		\$342.44
CAR RENTAL	\$80.00		\$80.00
LOCAL TRANS.	\$28.00		\$28.00
PARKING	\$88.50		\$88.50
MILES	807		
MILEAGE AMOUNT	\$294.56		\$294.56
HOTEL			
* TRANS. Subtotal *	\$833.50		\$833.50
BREAKFAST	\$152.22		\$152.22
LUNCH	\$264.38		\$264.38
DINNER	\$60.31		\$60.31
OTHER			
* MEALS Subtotal *	\$476.91		\$476.91
TELEPHONE			
MEALS			
ENTERTAINMENT	\$79.74		\$79.74
MISC			
* BUSINESS Subtotal *	\$79.74		\$79.74
GRAND TOTAL	\$1,390.15		\$1,390.15
		LESS CASH ADVANCE	\$0.00
		LESS COMPANY PAID	\$0.00
		DUE EMPLOYEE	\$1,390.15