

Expense Report

PURPOSE: Trip to New York

STATEMENT NUMBER:

PAY PERIOD: From 6/29/2010 To 8/6/2010

EMPLOYEE INFORMATION:

Name Steve Dorrrough

Position

SSN

Department

Manager

Employee ID

Date	Account	Description	Hotel	Transport	Fuel	Meals	Phone	Entertainment	Misc	Total
3-Aug-10		Cab From Airport to Hotel		\$ 84.80						\$ 84.80
6-Aug-10		Cab from Hotel to Airport		\$ 80.00						\$ 80.00
6-Aug-10		Chik Fil A				\$ 6.25				\$ 6.25
29-Jun-10		Delta Airlines		\$ 408.80						\$ 408.80
27-Jul-10		Delta Airlines		\$ 287.00						\$ 287.00
6-Aug-10		Fairfield Inn	\$ 485.58							\$ 485.58
6-Aug-10		Parking @ MGM Airport							\$ 26.00	\$ 26.00
5-Aug-10		Phil's Pizza				\$ 19.95				\$ 19.95
29-Jun-10		Priceline Car Rental (Forfeited)		\$ 239.73						\$ 239.73
6-Aug-10		Starbucks				\$ 8.70				\$ 8.70
4-Aug-10		Subway tickets		\$ 4.50						\$ 4.50
29-Jun-10		Travel Insurance		\$ 22.43						\$ 22.43
Total			\$ 485.58	\$ 1,127.26	\$ -	\$ 34.90	\$ -	\$ -	\$ -	\$ 1,673.74

APPROVED:

NOTES:

Cash Advances
 Subtotal \$ 26.00
 Total \$ 1,673.74