SWANKE HAYDEN CONNELL ARCHITECTS

PAID

Expense Report

Employee Name: JUAN M. MEJIA
Client: OPEN/SILVERSTEIN PROPERTIES INC
Employee No.: 4546
Reimbursable Job No.: 5576BR
Non-Reimbursable Job No.:
Trip Location: 7 WTC.
Trip Dates (from/to): 12/10, 12/30
Purpose of Trip: P.A. INSPECTIONS & PRE INSPECTION.

Expenses	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Item Totals
Transportation (Charged to Firm)								
Transportation (Out of Pocket)				3.00	3.00			6.00
Car Fare								
Auto Mileage (@ .25 /mile)								
Meals								
Hotel								
Entertainment								
Other Expenses								
Daily Totals				3.00	3.00			Weekly Total 6.00

Type of Entertainment	Place	Persons Entertained	Business Purpose	Date	Amount

Other Expenses (itemized)	Date	Amount

Note:
One report per client, per week, and for non-reimbursable expenses.
Receipts must be attached for all expenses.

Accounting Use Only
Account | Vendor Code

Weekly Total: 6.00
Less Advance: —
Balance Due Firm: —
Balance Due Employee: 6.00

Signature: [signature]
Date: 1/3/00
Approval: JJ