SWANKE HAYDEN CONNELL ARCHITECTS

Expense Report

Employee Name: JUAN M. MEJIA
Client: SILVERSTEIN PROPERTIES INC.
Employee No.: 4546
Reimburseable Job No.: 5576BR
Non-Reimburseable Job No.:
Trip Location: 7 WTC.
Trip Dates (from/to): 11/24 (W), 12/6 (M), 12/7 (T)
Purpose of Trip: P.A. INSPECTIONS.

Expenses	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Item Totals
Transportation (Charged to Firm)								
Transportation (Out of Pocket)	3.00	3.00	3.00					9.00
Car Fare								
Auto Mileage (@ .25 /mile)								
Meals								
Hotel								
Entertainment								
Other Expenses								
Daily Totals	3.00	3.00	3.00					Weekly Total 9.00

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-reimburseable expenses.
Receipts must be attached for all expenses.

Accounting Use Only
Account: [redacted] Vendor Code:

Weekly Total: 9.00
Less Advance: —
Balance Due Firm: —
Balance Due Employee: 9.00

Signature: JMM
Date: 12/9/99
Approval: SJ