SWANKE HAYDEN CONNELL ARCHITECTS

Expense Report

Employee Name: Maria R. Mendoza
Client: Riverbank West
Employee No.: PII
Reimburseable Job No.:
Non-Reimburseable Job No.: 5776.A
Trip Location:
Trip Dates (from/to): 7/12/99
Purpose of Trip:

Expenses	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Item Totals
Transportation (Charged to Firm)								
Transportaion (Out of Pocket)	6.00							
Car Fare	5.00							
Auto Mileage (@ .25/mile)	20.–							
Meals								
Hotel								
Entertainment								
· Expenses								
Totals								Weekly Total

of Entertainment	Place	Persons Entertained	Business Purpose	Date	Amount

r Expenses (itemized)	Date	Amount

e:
: report per client, per week, and
non-reimburseable expenses.
Receipts must be attached for all expenses.

Accounting Use Only
Account Vendor Code

Weekly Total 31.–
Less Advance
Balance Due Firm
Balance Due Employee 31.–

Signature: Menf Date: 7/15/99 Approval: M.