NYC 9/11 Public Portal Document

SWANKE HAYDEN CONNELL ARCHITECTS

Expense Report

Employee Name: Donald L. Kiel
Client: Silverstein Properties
Employee No.: PII
Reimburseable Job No.: 5776A
Non-Reimburseable Job No.:
Trip Location: 521 Fifth Avenue
Trip Dates (from/to): 11/17/99
Purpose of Trip: Graphic Presentation

Expenses	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Item Totals
Transportation (Charged to Firm)								
Transportaion (Out of Pocket)								
Car Fare			16.00					16.00
Auto Mileage (@ .25 /mile)								
Meals								
Hotel								
Entertainment								
Other Expenses								
Daily Totals			16.00					Weekly Total 16.00

Type of Entertainment	Place	Persons Entertained	Business Purpose	Date	Amount

Other Expenses (itemized)	Date	Amount
taxi 2x = $16.00		16.00
		16.00

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: 16.00
Less Advance:
Balance Due Firm:
Balance Due Employee: 16.00

Signature: Donald L. Kiel Date: 11/24/99 Approval: [illegible]

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