

SWANKE HAYDEN CONNELL ARCHITECTS

PAID

Expense Report

Employee Name				Client			
Juan M. Mejia				Silverstein Properties Inc.			
Employee No.				Reimbursable Job No.		Non-Reimbursable Job No.	
PII				5576			
Trip Location				Trip Dates (from/to)			
7 World Trade Ctr.				10/6, 10/28			
Purpose of Trip							
Fuel Line Insulation Inspection							

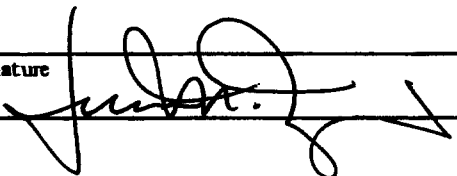
Expenses	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		Item Totals
Transportation (Charged to Firm)									\$0.00
Transportation (Out of Pocket)			\$3.00	\$3.00					\$6.00
Car Fare									\$0.00
Auto Mileage (@ .25/mile)									\$0.00
Meals									\$0.00
Hotel									\$0.00
Entertainment									\$0.00
Other Expenses									\$0.00
Daily Totals	\$0.00	\$0.00	\$3.00	\$3.00	\$0.00	\$0.00	\$0.00		

								Weekly Total	
--	--	--	--	--	--	--	--	---------------------	--

Type of Entertainment (itemized)	Place	Persons Entertained	Business Purpose	Date	Amount

Other Expenses (itemized)	Date	Amount

Note:		Accounting Use Only	Weekly Total
One report per client, per week, and for non-reimbursable expenses.	Account	Vendor Code	Less Advance
Receipts must be attached for all expenses.			Balance Due Firm
			Balance Due Employee

Signature	Date	Approval
	11/1/99	