SWANKE HAYDEN CONNELL ARCHITECTS

PAID

Expense Report

Employee Name: Juan M. Mejia	Client: Silverstein Properties Inc.
Employee No.: PII	Reimburseable Job No.: 5576 / Non-Reimburseable Job No.:
Trip Location: 7 World Trade Ctr.	Trip Dates (from/to): 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	

Note:

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

Accounting Use Only

Account Vendor Code

[redacted]

Weekly Total	
Less Advance	
Balance Due Firm	
Balance Due Employee	

Signature Date 11/1/99 Approval