SWANKE HAYDEN CONNELL ARCHITECTS

Expense Report

Employee Name: JUAN M. MEJIA
Client: SILVERSTEIN'S PROPERTIES INC (OEM
Employee No.: PII
Reimbursable Job No.: 5576A
Non-Reimbursable Job No.:
Trip Location: 7 WTC.
Trip Dates (from/to): 7/22, 7/29, 7/31 (TH, M, S)
Purpose of Trip: MTG/TEST EQUIP.

Expenses	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Item Totals
Transportation (Charged to Firm)								
Transportaion (Out of Pocket)				6.–		3.–		9.–
Car Fare								
Auto Mileage (@ .25 /mile)								
Meals								
Hotel								
Entertainment								
Other Expenses								
Daily Totals				6.–		3.–		Weekly Total 9.–

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

Accounting Use Only
Account | Vendor Code

Weekly Total: 9.–
Less Advance: –
Balance Due Firm: –
Balance Due Employee: 9.–

Signature: [signature] Date: 8/23/99 Approval: [signature]