[redacted]
SWANKE HAYDEN CONNELL ARCHITECTS

Expense Report

Employee Name: JUAN M. MEJIA
Client: OEM / DCAS
Employee No.: PII
Reimbursable Job No.: 5576AR
Non-Reimbursable Job No.:
Trip Location: 7 WTC 1ST/23RD FLS.
Trip Dates (from/to): 5/12, 5/13
Purpose of Trip: P.A. INSPECTION / MTG.

Expenses	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		Item Totals
Transportation (Charged to Firm)									
Transportation (Out of Pocket)			3.00	3.00					6.00
Car Fare									
Auto Mileage (@ .25/mile)									
Meals									
Hotel									
Entertainment									
Other Expenses									
Daily Totals			3.00	3.00					6.00
								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: [redacted]
Vendor Code:

Weekly Total	6.00
Less Advance	—
Balance Due Firm	—
Balance Due Employee	6.00

Signature: [signature]
Date: 5/17/99
Approval: [signature]