

SWANKE HAYDEN CONNELL ARCHITECTS

Expense Report

Employee Name JUAN M. MEDIA Client (OEM) SILVERSTEIN'S PROPERTIES
 Employee No. 4546 Reimbursable Job No. 5576ARM Non-Reimbursable Job No. TU
 Trip Location Municipal Bldg / 2 WTC Trip Dates (from/to) 6/22 7/14 7/28
 Purpose of Trip MTG 7/21

Expenses	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Item Totals
Transportation (Charged to Firm)								
Transportation (Out of Pocket)	3.00	9.00						12.00
Car Fare								
Auto Mileage (@ .25 /mile)								
Meals								
Hotel								
Entertainment								
Other Expenses								
Daily Totals	3.00	9.00						Weekly Total 12.00

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
 [Redacted]

Weekly Total 12.00
 Less Advance —
 Balance Due Firm —
 Balance Due Employee 12.00

Signature [Signature] Date 8/3/98 Approval [Signature]

SWANKE HAYDEN CONNELL ARCHITECTS

Expense Report

Employee Name JUAN M. MEJIA Client SILVERSTEIN'S PROPERTIES (OE)
 Employee No. 4544 Reimbursable Job No. 5576AR Non-Reimbursable Job No. _____
 Trip Location 7 WTC. Trip Dates (from/to) 8/11, 8/18
 Purpose of Trip LTGS

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

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

Signature [Signature] Date 8/24/98 Approval [Signature]