EXPENSE REPORT

BOOK 22 PAGE 489 PAGE: 1 OF 1

ATTACH ALL RECEIPTS, COPY OF TRIP AUTHORIZATION, & PERSONAL CHECK (IF MONEY DUE COMPANY). SHOW ONLY ONE CURRENCY PER PAGE.
EXPENSES INCURRED IN FOREIGN CURRENCIES ARE SHOWN AS SUCH AND CONVERTED TO HOME CURRENCY ON A WEEKLY BASIS REFERENCE COSTUS

REQUESTED BY (FULL NAME):	EMP. NO.	COST CENTER/ACCT:	CURRENCY:	WEEK ENDING DATE (SUNDAY)
WARREN F. SHOUN				

EMPLOYEE'S SIGNATURE:	DATE:	APPROVED BY:	DATE:	APPROVED BY:	DATE:
	2-17-88		2.23.88		

DETAILS OF TRAVEL	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL TRIP EXPENSE: EXPENSES PAID IN CASH	EXPENSES CHGD TO PERSONAL CREDIT CARD	EXPENSES CHARGED TO COMPANY
DATES				8/25/88	8/26/88					
FROM				G'vl	Chatanooga					
TO			Chatanooga		Greenville					
TO										
BREAKFAST (INCL. TIPS)										
LUNCH (INCL. TIPS)										
DINNER (INCL. TIPS)										
LODGING										
LUGGAGE HANDLING										
TELEPHONE AND TELEGRAPH										
LAUNDRY										
PARKING										
TOLLS										
PLANE FARE										
BUS OR RAIL FARE										
TAXI, LOCAL BUS, ETC.										
CAR RENTAL										
GAS & OIL (CHGD TO COMPANY)										
PERSONAL CAR (@ 24¢/MILE)	(1050 MILES ROUND TRIP)				252.00			252.00		
ENTERTAINMENT (Detail Below)										
MISCELLANEOUS (Detail Below)										
SUBTOTAL				-	-					

DATE	MISCELLANEOUS DESCRIPTION	AMOUNT
	TOTAL MISCELLANEOUS	

FOREIGN CURRENCY EXCHANGE RATE		
HOME CURRENCY TOTAL		
TOTAL EXPENSES PAID BY EMPLOYEE	252.00	
BALANCE FORWARD (FROM PG.)		
GRAND TOTAL (CARRIED FORWARD)		
LESS ADVANCE		
BALANCE DUE ☐ COMPANY ☑ EMPLOYEE	252.00	

DETAILS OF ENTERTAINMENT

Date					
Company					
Individuals & Titles					
Time					
Place					
Purpose	VENDOR INSPECTION AND TO EXPEDITE DRAWING, MATERIAL AND MANPOWER. PER THE REQUEST OF MARVIN RIVERS, BLOUNT INTERNATIONAL'S PROJECT ENGINEER.				
Food					
Drinks					
Tips					
Tickets					
TOTAL					

SPECIAL INFORMATION

Bestform