## **MIDWAY GROUP EXPENSE REPORT**

NAME OF EMPLOYEE	DEPA	DEPARTMENT EXPENSES FOR															
													BEGINNING				
					y	/	/							(MONTH/			
MONTH / DAY WEEKDAY		/				1	/		_/		/		/				
	FROM																
DAILY BUSINESS ITINERARY	то															PRIMA BUSINE	
	то															CALLS	
	то															TRIP	S
	то															DAIL	Y
ODOMETER READING	1ST BUSINESS															TOTA	L
	LAST BUSINESS															BUSINE	
BUSINESS MILES DRIVEN																MILLY	
TRANSPORTATION (A)											T						
HOTEL ROOM (A)																	
MEALS • BREAKFAST (B)																	
• LUNCH (B)															1		
• DINNER (B)																	
PROMOTION EXPENSE (C)																	
OTHER EXPENSE (C)																	
TOTAL																	
(A) ATTACH RECEIPTS.  (B) INCLUDE TIPS AND TAXES. MEALS FOR OTHER THAN SELF SHOULD BE DETAILED  BELOW AND RECEIPTS SHOULD BE ATTACHED.  BELOW EMPLOY  BALANCE DUE EMPLOY										EIVED							
												Н					
(C) ATTACH REC	CEIPTS AND EXPLAIN				70117							17506					
	ENTERTAINMENT EXPLA	INATION: (INDICATE PURPOSE OF EXPENDITURES AND ESTABLISHMENT WHERE INCURRED, GIVE NAME AND BUSINESS AFFILIATION OF GUEST)														AMOUN	NT.
												-					
												- 5					$\vdash$
												and Re	ynolds CC617115	5 Q (12/02)			
ODOMETER READING: BEGINNING OF PERIOD END OF PERIOD TOTAL MILEAGE  ACCT. # AMOUNT ACCT. # AMOUNT																	
MIDWAY STERLING													EM	PLOYEE SIG	NATUR	E	

APPROVED

TRUCK CENTER