

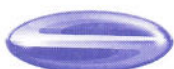
MIDWAY GROUP EXPENSE REPORT

NAME OF EMPLOYEE					DEPARTMENT					EXPENSES FOR PERIOD:				
										BEGINNING _____ ENDING _____ (MONTH/DAY, YEAR)				
		MONTH / DAY	/	/	/	/	/	/	/	/				
		WEEKDAY												
DAILY BUSINESS ITINERARY	FROM												PRIMARY BUSINESS CALLS OR TRIPS DAILY	
	TO													
	TO													
	TO													
	TO													
ODOMETER READING	1ST BUSINESS												TOTAL BUSINESS MILEAGE	
	LAST BUSINESS													
BUSINESS MILES DRIVEN														
TRANSPORTATION	(A)													
HOTEL ROOM	(A)													
MEALS • BREAKFAST	(B)													
• LUNCH	(B)													
• DINNER	(B)													
PROMOTION EXPENSE	(C)												Milage	
OTHER EXPENSE	(C)												Expenses	
TOTAL														
(A) ATTACH RECEIPTS.												LESS ADVANCES RECEIVED		
(B) INCLUDE TIPS AND TAXES. MEALS FOR OTHER THAN SELF SHOULD BE DETAILED BELOW AND RECEIPTS SHOULD BE ATTACHED.												BALANCE DUE EMPLOYEE		
(C) ATTACH RECEIPTS AND EXPLAIN.														

[illegible]

Reynolds and Reynolds CC617115 Q (12/02)

ODOMETER READING: BEGINNING OF PERIOD _____ END OF PERIOD _____ TOTAL MILEAGE _____



MIDWAY STERLING
TRUCK CENTER

[illegible]

EMPLOYEE SIGNATURE _____

APPROVED