



# Expense Report

Name:

Month & Year:

Date	Company / Name(s)	Purpose	Purpose-Other	Expense Type	Place/Destination	Mileage	Expense New Text
------	-------------------	---------	---------------	--------------	-------------------	---------	---------------------

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved For Payment By

\_\_\_\_\_  
Date Paid

**Rate**

**Mileage Total:**

**Total:**

**Less Cash Advance:**

**Amt. Due DD:**

**Amt. Due Employee:**

Print Window

[Close Window](#)

Transaction Detail

Transaction Date: 06/08/2007  
Post Date: No Additional Information  
Transaction Description: CARLSBAD INN - HOA CARLSBAD CA  
Charge: \$5.25  
Merchant Address: CARLSBAD INN-H O A  
5900 PASTEUR CT STE 200  
CARLSBAD CA 92008  
USA  
Merchant Type: LODGING  
Doing Business As: No Additional Information

[Back to Top](#)

[Transaction Detail](#)

Transaction Date: 06/08/2007

Post Date: No Additional Information

Transaction Description: SAN MARCOS BREWERY & SAN MARCOS CA

Charge: \$76.63

Merchant Address: TWO DOCK'S BREWING CO INC

1080 W SAN MARCOS BLVD

SAN MARCOS CA 92078-4000

USA

Merchant Type: MISC/SPECIALTY RETAIL

Doing Business As: SAM MARCOS BREWERY/GRILL

[Back to Top](#)

[Transaction Detail](#)

Transaction Date: 06/06/2007  
Post Date: No Additional Information  
Transaction Description: EXPEDIA ESR HOTELS 800-397-3342 WA  
Charge: \$170.87  
Merchant Address: EXPEDIA MERCHANT

---

10190 COVINGTON CROSS DR  
LAS VEGAS NV 89144-7043  
USA

Merchant Type: ON-LINE TRVL AGENTS  
Doing Business As: EXPEDIA TRAVEL

[Back to Top](#)

[Transaction Detail](#)

Transaction Date: 06/01/2007

Post Date: No Additional Information

Transaction Description: FAIRMONT NEWPORT BCHNEWPORT BCH CA

Charge: \$2,000.00

Merchant Address: FAIRMONT NEWPORT BEACH

4500 MACARTHUR BLVD

NEWPORT BEACH CA 92660-2010

USA

Merchant Type: MEETINGS CONVENTIONS

Doing Business As: No Additional Information

[Back to Top](#)

Print Window

[Close Window](#)

If you wish to dispute this charge, close this window, and click on the Dispute a Charge/Check Dispute Status link on your statement.