



# Expense Report

Name:

Month & Year:

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

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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

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[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

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[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

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10190 COVINGTON CROSS DR  
LAS VEGAS NV 89144-7043  
USA

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

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[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

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