McConnell Group Expense Report

Name:																		TMG
Address:																		
2011											Г	,				Project:		
SS#											-	4		Direct Indirect		Task: Cost Ctr:		
Location														mairect		Cost Ctr	Corp Accountin	Purpose for Trip:
Location: Date:																	Total	·
Meals/coffee						\$									\$	_	\$ -	
Meals/coffee (employee paid)		\$	_	\$	_	\$	_			\$		_	\$		\$	_	\$ -	
Room		\$	_	\$	-	\$	_	\$	_	\$		_	\$	_	\$	_	\$ -	
Room Taxes		\$	_	\$	_	\$	_	\$	_	\$		_	\$	_	\$	_	\$ -	
Telephone		•				•		\$	_	\$		_	\$	_	\$	_	\$ -	Traveler's certification: I hereby certify that travel and
Airfare		\$	_					\$	_	\$		_	\$	_	\$	_	\$ -	expenses as indicated were incurred by me and costs were the most reasonable I could obtain in the area.
7 illiaro		•						•					Ψ		•			
Conference Registration		\$	-	\$	-	\$	-	\$	-	\$		-	\$	-	\$	-	\$ -	
Taxi				\$	-	\$	-	\$	-	\$		-	\$	-	\$	-	\$ -	
Auto Rental		\$	-	\$	-	\$	-			\$		-	\$	-	\$	-	\$ -	
Gas Purchase		\$	_			\$	_	\$	_	\$		_	\$	-	\$	-	\$ -	Signature of Traveler Date
Personal Auto (# miles)			0		0		0					0		C		0		
mileage rate per mile 0.	.555	\$	-	\$	-	\$	-	\$	-	\$		-	\$	-	\$	-	\$ -	
Parking/Tolls		\$	-			\$	-	\$	-	\$		-	\$	-	\$	-	\$ -	
Notary Fee		\$	-	\$	-	\$	-	\$	-	\$		-	\$	-	\$	-	\$ -	
Other*				\$		\$		\$		\$			\$		\$	_	\$ -	Signature of Supervisor
Total		\$		\$		\$		s s		\$			\$		s s		\$ -	Date For Accounting Dept:
Total		Ψ	-	Ψ		φ		Ψ	-	Ť	sh Ac	dvance	<u> </u>		ĮΨ		\$ -	Voucher No.:
																	\$ -	Vendor No.:
Receipts are required for transportation, lodging and all other									Prepaid Expenses Company Credit Card Charges (AMEX)					FX)	Ψ	Total Paid:		
expenditures of \$25.00 or more										Other Company Paid Expenses						\$ -	Acct#: 8030 Travel Amt \$:	
										Less: (total prepaid)						\$ -	Acct#: 8082 G&A Meals Amt \$:	
												•		ployee out	of-po	cket	,	
Noto: Dotum	Note: Return to Accounting Department										expenses)						\$ -	Acct#: Amt \$:
					_		-			_	R Amount Due Company \$ - Acct#: Amt \$:				-			
within 5 work	(in	g d	ays	up	on c	cor	nplet	tic	n o	Ac	Accounting Dept:						i 	Acct#: Amt \$:
		_	he tı	-			•			Au	Audit Corrections						<u> </u>	_
		L	iie u	ıΡ						- 1	Authorized Payment						<u>i</u>	Project: Task:
į										OF	OR Amount Received						1	Date: Check No.:

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McConnell Group Expense Report

Travel Expense Policy

Summary of TMG Travel Expense Policy:

- 1. Employees will be reimbursed for actual, necessary and reasonable expenses upto the JTR per diem rate, incurred for a business trip that does not exceed 30 days at a single location. These expenses regularly include lodging, food, and transportation. The most economical lodging, consistent with the nature of the trip, should be utilized. Personal and/or business entertainment is not included. Receipts are required for lodging and commercial transportation.
- 2. Necessary incidental expenses such as parking tolls, laundry and valet charges, postage, etc. will be reimbursed when supported by receipts.
- 3. For any business trip in one location exceeding 30 days, special reimbursement arrangements will be made by the company.
- 4. When traveling by air, coach class must be used.
- 5. All approved personal car mileage expense for business purposes, local or out of town, will be reimbursed at the current rate.
- 6. If an employee is directed to use his/her own car for the convenience of the Company, he/she will be reimbursed the entire mileage expense incurred for business purposes.
- 7. Return to Accounting Department within 5 working days after completion of trip.

Explanations

Business Conferences

Date	# People	Nature of Business
Date	Other	

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