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PeopleSoft Enterprise Expenses 9.1 Reports

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PeopleSoft Enterprise Expenses 9.1 Reports
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CHAPTER 1

PeopleSoft Expenses Reports

This appendix lists all the reports provided with PeopleSoft Expenses and includes general information about each report.

Note. For samples of these reports, see the Portable Document Format (PDF) files that we publish on CD-ROM with your documentation.

Additional reports for PeopleSoft Expenses are documented in *PeopleSoft Enterprise Global Options and Reports PeopleBook.*

See Also

fsgl, PeopleSoft Financials Global Reports

PeopleSoft Expenses Reports: A to Z

This table lists the PeopleSoft Expenses reports, sorted alphanumerically by report ID. Use this table to find general information about any PeopleSoft Expenses report.

Report ID and Report Name	Description	Navigation	Run Control Page
EX_AEMP_XRPT Employee Average Expenses	Lists the average amount spent by an employee over a period of time. Select Direct Report Employees to list the employees that report directly to the user that is signed on.	Travel and Expenses, Manage Accounting, Print Reports, Employee Average Expenses	RUN_EXAVEM_XRPT

Report ID and Report Name	Description	Navigation	Run Control Page
EX_BUDG_XRPT Standard Budgets	This run control page provides an option to run two reports: • Select Expense Sheet Report to list the amount of expense reports (pending and approved) versus the amount in the standard budget, and the difference between the two amounts. • Select Travel Authorization Report to list the amount of travel authorizations (pending and approved) versus the amount in the standard budget, and the difference between the two amounts.	Travel and Expenses, Manage Accounting, Print Reports, Standard Budgets	RUN_EXBUDG_XRPT
EX_CCRD_XRPT Credit Card versus Other Spending	Lists the usage of corporate credit cards versus other types of spending. Select Direct Report Employees to list the employees that report directly to the user that is signed on.	Travel and Expenses, Manage Accounting, Print Reports, Credit Card vs Other Spending	RUN_EXCCARD_XRPT
EX_ETRD_XRPT Employee Trends	Lists the trend of an employee's expenses over a specified period of time. Select Direct Report Employees to list the employees that report directly to the user that is signed on.	Travel and Expenses, Manage Accounting, Print Reports, Employee Trends	RUN_ETRD_XRPT
EX_EVLT_XRPT Employee Violation Amounts	Lists the employees that have amounts that are in violation. Select Direct Report Employees to list the employees that report directly to the user that is signed on.	Travel and Expenses, Manage Accounting, Print Reports, Employee Violation Amounts	RUN_EXEVLT_XRPT

Report ID and Report Name	Description	Navigation	Run Control Page
EX_MRCH_XRPT Total Merchant Costs	Lists the dollar amount spent for each merchant, and groups the amount by expense type and currency. This report can be run for preferred merchants or all merchants. It can be run at a high level (location not included), or at a more detailed level, which lists the location of the expense.	Travel and Expenses, Manage Accounting, Print Reports, Total Merchant Costs Report	RUN_EXMRCH_XRPT
EX_TSPD_XRPT Employee Top Spenders	Lists the amount that an employee has spent over a given period of time. The report is displayed in descending monetary amount (the highest spenders are at the top of the page). Select Direct Report Employees to list the employees that report directly to the user that is signed on.	Travel and Expenses, Manage Accounting, Print Reports, Employee Top Spenders	RUN_EXESPD_XRPT
EXC1500 Business Units	Lists business units.	Set Up Financials/Supply Chain, Business Unit Related, Reports, Expenses Units	RUN_EXC1500
EXC2500 Employee Data by Department	Lists employee personal, organizational, and job data by department.	Travel and Expenses, Manage Employee Information, Employee Data by Department	RUN_EXC2500
EXC2501 Employee Data by Business Unit	Lists employee personal, organizational, and job data by business unit.	Travel and Expenses, Manage Employee Information, Employee Data by Business Unit Report	RUN_EXC2501
EXC2510 Business Purposes	Lists Business Purposes defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Business Purpose	RUN_EXC2510
EXC2515 Earnings Code	Lists the Earnings Codes defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Earnings Code	RUN_EXC2515
EXC2521 Expense Type Groups	Lists the Expense Type Groups defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Type Group	RUN_EXC2521
EXC2522 Expense Types	Lists Expense Types defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Type	RUN_EXC2522

Report ID and Report Name	Description	Navigation	Run Control Page
EXC2523 Expense Billing Code	Lists Expense Billing Codes defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Billing Code	RUN_EXC2523
EXC2525 Preferred Merchants	Lists Preferred Merchants defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Preferred Merchant	RUN_EXC2525
EXC2529 Authorized Expense Amounts by Location	Lists Expense Location Amounts defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Location Amount	RUN_EXC2529
EXC2530 Expense Locations	Lists Expense Locations defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Location	RUN_EXC2530
EXC2531 Expense Location Groups	Lists Expense Location Groups defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Location Group	RUN_EXC2531
EXC2540 Reimbursement Actions	Lists Reimbursement Actions defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Reimbursement Action Code	RUN_EXC2540
EXC2550 Corporate Card Information	Lists employee corporate credit card information.	• Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Card Data • Travel and Expenses, Employee Information, Corporate Card Report	RUN_EXC2550
EXC2551 Credit Card Vendor	Lists Corporate Card Vendors defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Corporate Card Vendor	RUN_EXC2551
EXC2561 Payment Type	Lists Payment Types defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Payment Type	RUN_EXC2561
EXC2570 Auto Mileage Standard Distance Rates	Lists Standard Distance Rates defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Standard Distance Rates	RUN_EXC2570
EXC2571 Auto Mileage Varied Distance Rates	Lists Varied Distance Rates defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Varied Distance Rates	RUN_EXC2571
EXC2581 Cash Advance Source	Lists Cash Advance Sources defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Cash Advance Source	RUN_EXC2581

Report ID and Report Name	Description	Navigation	Run Control Page
EXC2596 Templates	Lists Templates defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Template	RUN_EXC2596
EXC2597 Wizard Types	Lists Wizard Types defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Wizard Type	RUN_EXC2597
EXC3500 General Ledger Balancing	Lists transaction balancing with general ledger entries.	Travel and Expenses, Manage Accounting, Print Reports, GL Balancing Report	RUN_EXC3500
EXC4500 Expense Report	Prints a standard expense report.	Travel and Expenses, Travel and Expense Center, Expense Report, Print	RUN_EXC4500
EXC4600 Expense Transactions by Department	Lists all expense transactions billed to a specific department.	Travel and Expenses, Manage Accounting, Print Reports, Expense Transactions by Dept	RUN_EXC4600
EXC4601 Expense Transactions by Unit	Lists all expense transactions billed to a specific business unit.	Travel and Expenses, Manage Accounting, Print Reports, Expense Trans By Bus Unit	RUN_EXC4601
EXC5500 Cash Advance	Prints a standard cash advance request.	Travel and Expenses, Travel and Expense Center, Cash Advance, Print	RUN_EXC5500
EXC5600 Cash Advances by Department	Lists all cash advances billed to a specific department.	Travel and Expenses, Manage Accounting, Print Reports, Cash Advances by Dept	RUN_EXC5600
EXC5601 Cash Advances by Business Unit	Lists all cash advances billed to a specific business unit.	Travel and Expenses, Manage Accounting, Print Reports, Cash Advances by Bus Unit	RUN_EXC5601
EXC5700 Cash Advance Aging by Department	Lists all outstanding cash advances for a department and how long they have been outstanding.	Travel and Expenses, Manage Accounting, Print Reports, Cash Advance Aging by Dept	RUN_EXC5700
EXC5701 Cash Advance Aging by Business Unit	Lists all outstanding cash advances for a business unit and how long they have been outstanding.	Travel and Expenses, Manage Accounting, Print Reports, Cash Advance Aging by Bus Unit	RUN_EXC5701
EXC7500 Time Report	Lists project hours and project descriptions	Travel and Expenses, Travel and Expense Center, Time Report, Print	RUN_EXC7500
EXC8500 Travel Authorization	Lists travel authorizations that are in the expense system.	Travel and Expenses, Travel and Expense Center, Travel Authorization, Print	RUN_EXC8500

Report ID and Report Name	Description	Navigation	Run Control Page
EXC9000 Vendor Payments	Summarizes all payments by vendor, payment bank account, payment date, and employee ID.	Travel and Expenses, Manage Accounting, Print Report, Vendor Payment Reports	RUN_EXVNDRPMT
TE_ICRFORM Bar Code Receipt Form	Prints a form to attach receipts to if using receipt imaging.	• Employee Self-Service, Travel and Expenses, Print Bar Code Receipt Form • Employee Self-Service, Travel and Expense Center, Print Reports, Bar Code Receipt Form	HTML page

PeopleSoft Expenses Selected Reports

This section provides detailed information about individual reports, including important fields. The reports are listed alphanumerically by report ID.

EXC9000 - Vendor Payments

Define parameters on the Vendor Payments (RUN_EXVNDRPMT) page for the Vendor Payments report:

Vendor SetID	Enter a set ID for the vendor. This is a required field.
Vendor ID	Select *All Vendors* for PeopleSoft Expenses to run the report for all vendors or select *Specify* and enter vendor IDs.
Payment Date	Enter a from and to date. These are required fields.
Export to File Name	Enter a file name to use for the flat file. You do not need to enter a file name if you only run the Crystal report. PeopleSoft Expenses will not override existing reports.
Run	Click to run the Vendor Payments Export to File Application Engine (EX_VNDPT_EXP) process.

Note. For security reasons, PeopleSoft Expenses displays only the last five digits of employee credit card numbers on the Vendor Payments report.

Business Units

Business Unit		Accounting Template	D & B Number	Location		Base Currency	Prorate VAT	Min Receipt Amount		Max Advance Amount	
AUS01	AUSTRALIA OPERATIONS	STANDARD		AUS01	Australia - NSW	AUD	Y	0.00	AUD	0.00	AUD
BLGE1	BELGIUM - EURO BASE CURRENCY	STANDARD		BLG01	Belgium - Antwerpen	EUR	Y	0.00	EUR	0.00	EUR
BLG01	BELGIUM OPERATIONS	STANDARD		BLG01	Belgium - Antwerpen	BEF	Y	0.00	BEF	0.00	BEF
CAN01	CANADA OPERATIONS	STANDARD		CAN01	Canada - Quebec	CAD	Y	0.00	CAD	0.00	CAD
CHE01	Switzerland 1	STANDARD		CHE01	Switzerland - Location 1	CHF	Y	0.00	CHF	0.00	CHF
DEUE1	GERMANY - EURO BASE CURRENCY	STANDARD		DEU01	Germany - Hamburg	EUR	Y	0.00	EUR	0.00	EUR
DEU01	GERMANY OPERATIONS	STANDARD		DEU01	Germany - Hamburg	DEM	Y	0.00	DEM	0.00	DEM
EGV01	EDUC & GVT - BU 1	STANDARD		EGV01	EGV01	USD	Y	0.00	USD	0.00	USD
EGV02	EDUC & GVT - BU 2	STANDARD		EGV01	EGV01	USD	Y	0.00	USD	0.00	USD
EGV03	PSU Medical Center	STANDARD		EGV01	EGV01	USD	Y	0.00	USD	0.00	USD
EGV04	EDUC & GVT - BU 4	STANDARD		EGV01	EGV01	USD	Y	0.00	USD	0.00	USD
EGV05	EDUC & GVT - BU 5	STANDARD		EGV01	EGV01	USD	Y	0.00	USD	0.00	USD
EGV06	EDUC & GVT - BU 6	STANDARD		EGV01	EGV01	USD	Y	0.00	USD	0.00	USD
FED01	FEDERAL - BU 1	STANDARD		FED01	FED01	USD	Y	0.00	USD	0.00	USD
FED02	FEDERAL - BU 2	STANDARD		FED01	FED01	USD	Y	0.00	USD	0.00	USD
FRAE1	FRANCE - EURO BASE CURRENCY	STANDARD		FRA01	France - Paris	EUR	Y	0.00	EUR	0.00	EUR
FRA01	FRANCE OPERATIONS	STANDARD		FRA01	France - Paris	FRF	Y	0.00	FRF	0.00	FRF
FRA03	FRANCE OPERATIONS - SOUTH	STANDARD		FRA03	France - Lyon	FRF	Y	0.00	FRF	0.00	FRF
FRA04	FRANCE OPERATIONS - WEST	STANDARD		FRA04	France - Marseille	FRF	Y	0.00	FRF	0.00	FRF
FRFS1	EUR Funding Source BU 1	STANDARD		FRA01	France - Paris	EUR	Y	0.00	EUR	0.00	EUR
GBR01	BRITAIN OPERATIONS	STANDARD		GBR01	Gr Britain - London	GBP	Y	0.00	GBP	0.00	GBP
IND01	India BU 1	STANDARD		IND01	India - Location 1 (State KAR)	INR	Y	0.00	INR	0.00	INR
ITLE1	ITALY - EURO BASE CURRENCY	STANDARD		ITL01	Italy - Napoli	EUR	Y	0.00	EUR	0.00	EUR
ITL01	ITALIAN OPERATIONS	STANDARD		ITL01	Italy - Napoli	ITL	Y	0.00	ITL	0.00	ITL
JPN01	JAPAN OPERATIONS	STANDARD		JPN01	Japan - Tokyo-To	JPY	Y	0.00	JPY	0.00	JPY
LUX01	LUX01	STANDARD		LUX01	Luxembourg - Location 1	EUR	Y	0.00	EUR	0.00	EUR
NLDB1	NLD - balanced by Fund / OperU	STANDARD		NLD01	Netherlands - Bellingwedde	NLG	Y	0.00	NLG	0.00	NLG

Business Unit		Accounting Template	D & B Number	Location		Base Currency	Prorate VAT	Min Receipt Amount		Max Advance Amount	
NLDB2	NLD - balanced by Fund / OperU	STANDARD		NLD01	Netherlands - Bellingwedde	NLG	Y	0.00	NLG	0.00	NLG
NLDB3	NLD - balanced by Fund / OperU	STANDARD		NLD01	Netherlands - Bellingwedde	NLG	Y	0.00	NLG	0.00	NLG
NLDE1	NETHERLANDS - EURO BASE CURR.	STANDARD		NLD01	Netherlands - Bellingwedde	EUR	Y	0.00	EUR	0.00	EUR
NLD01	NETHERLANDS OPERATIONS	STANDARD		NLD01	Netherlands - Bellingwedde	NLG	Y	0.00	NLG	0.00	NLG
SPN01	SPAIN OPERATIONS	STANDARD		SPN01	Spain - Barcelona	ESP	Y	0.00	ESP	0.00	ESP
SPN02	SPAIN - EURO BASE CURRENCY	STANDARD		SPN01	Spain - Barcelona	EUR	Y	0.00	EUR	0.00	EUR
USBC1	USA - BALANCED BY OPER. UNIT	STANDARD		US001	USA - New York	USD	Y	0.00	USD	0.00	USD
USBC2	USA - BALANCED BY OPER. UNIT	STANDARD		US001	USA - New York	USD	Y	0.00	USD	0.00	USD
USBC3	USA - BALANCED BY OPER. UNIT	STANDARD		US001	USA - New York	USD	Y	0.00	USD	0.00	USD
US001	US001 NEW YORK OPERATIONS	STANDARD		US001	USA - New York	USD	Y	200.00	USD	10,000.00	USD
US003	US003 CALIFORNIA OPERATIONS	STANDARD		US003	USA - California	USD	Y	100.00	USD	5,000.00	USD
US004	US004 ILLINOIS OPERATIONS	STANDARD		US004	USA - Illinois	USD	Y	100.00	USD	5,000.00	USD
US005	US005 FLORIDA OPERATIONS	STANDARD		US005	USA - Florida	USD	Y	100.00	USD	5,000.00	USD
US006	US006 OREGON OPERATIONS	STANDARD		US006	USA - Oregon	USD	Y	100.00	USD	5,000.00	USD
US007	US007 OPERATIONS	STANDARD		US001	USA - New York	USD	Y	0.00	USD	0.00	USD

- End of Report -

Total Business Units
42

Employee Data by Department

Department	Description	Report Print Date	Page Number
22000	**Sales and Services**	**8/19/2006**	**1 of 1**

Employee ID / Name		Telephone	Status	Valid	Business Unit		Advance Level	Max Advance Amount	
IXHEEE120	Crawford,William	888/555-1212	Active	Y	US001	US001 NEW YORK OPERATIONS	None	0.00	USD
KU0009	Monroe,Theresa	888/555-1212	Active	Y	US001	US001 NEW YORK OPERATIONS	None	0.00	USD
KU0022	Turner,Cornelia	888/555-1212	Active	Y	US001	US001 NEW YORK OPERATIONS	Business Unit	10,000.00	USD
KU0037	Miller,Samuel	888/555-1212	Active	Y	US001	US001 NEW YORK OPERATIONS	Business Unit	10,000.00	USD
SP109	Land,Ryan	888/555-1212	Active	N	US001	US001 NEW YORK OPERATIONS	None	0.00	USD
123456	Henco,Kelly	888/555-1453	Active	N	US001	US001 NEW YORK OPERATIONS	None	0.00	USD

- End of Report -

Total Employees
6

Employee Data by Business Unit

BusinessUnit	Description	Report Print Date	Page Number
US003	**US003 CALIFORNIA OPERATIONS**	**8/19/2006**	**1 of 1**

Employee ID / Name		Telephone	Status	Valid	Department	Advance Level	Max Advance Amount	
IXHEEE122	DeJackome,Isobel	888/555-1212	Active	Y	14000	Business Unit	5,000.00	USD
IXHEEE128	Masterson,Carlos	888/555-1212	Active	Y	22000	Business Unit	5,000.00	USD
IXHEEE132	Chen,Devon	888/555-1212	Active	Y	43000	Business Unit	5,000.00	USD
IXHEEE134	Peck,Maryse	888/555-1212	Active	Y	13000	Business Unit	5,000.00	USD
IXHEEE135	DeJackome,Earnest	888/555-1212	Active	Y	13000	Business Unit	5,000.00	USD
IXHEEE138	Fletcher,Dominic	888/555-1212	Active	Y	20000	Business Unit	5,000.00	USD
IXHEEE139	Wagenheimer,Ramona	888/555-1212	Active	Y	41000	None	0.00	USD
IXHEEE140	Jaegar,Anne	888/555-1212	Active	Y	22000	None	0.00	USD
KUN002	Jansen,Joannne	888/555-1212	Active	Y	22000	Business Unit	5,000.00	USD
KU0008	Bronte,Jeanette	888/555-1212	Active	Y	42000	Business Unit	5,000.00	USD
KU0023	Lotta,Lucie	888/555-1212	Active	Y	11000	Business Unit	5,000.00	USD
KU0026	Smith,Marie	888/555-1212	Active	Y	11000	Business Unit	5,000.00	USD
KU0033	Schumacher,Elizabeth	888/555-1212	Active	Y	41000	Business Unit	5,000.00	USD
KU0039	Hemani,Petros	888/555-1212	Active	Y	13000	Business Unit	5,000.00	USD
KU0045	McCoy,Maria	888/555-1212	Active	Y	41000	Business Unit	5,000.00	USD
KU0049	Sherwood,Tomas	888/555-1212	Active	Y	13000	Business Unit	5,000.00	USD
KU0050	Hill,Nicola	888/555-1212	Active	Y	42000	Business Unit	5,000.00	USD
KU0089	Paul,Bill	888/555-1212	Active	Y	22000	Business Unit	5,000.00	USD
KU0090	Frumman,Chloe	888/555-1212	Active	Y	43000	Business Unit	5,000.00	USD
KU0095	Bradford,John	888/555-1212	Active	Y	22000	Business Unit	5,000.00	USD
KU0107	Barnes,Karl	888/555-1212	Active	Y	41000	Business Unit	5,000.00	USD

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Total Employees
21

Business Purposes

Set ID	Description	Report Print Date	Page Number
SHARE	**CORPORATE SETID**	**8/19/2006**	**1 of 1**

Business Purpose	Description	Short Description
IT	Information Technology	Info Tech
MKTG	Marketing Campaign	Marketing
00001	Off-site Meeting	Off-site
00002	User Conference	UConf
00003	Technical Training	TechTrain
00004	Release Training	RelTrain
00005	Corporate Visits	CorpVisits
00006	Team Building Session	TeamBuild
00007	General Travel and Expense	TravelExp
00008	Regional Meeting	RegMeeting
00009	Trade Show	TradeShow
00010	Customer Visit	CustVisit
00011	Demonstrations	Demos
00012	Recruiting	Recruiting
00013	Consulting Services	Consulting

Total Business Purposes
15

- End of Report -

Earnings Code

	Report Print Date	Page Number
	8/19/2006	**1 of 1**

Earnings Code	Description	Short Description
TAA	ST - Automobile Allowance	Auto Allow
TCA	Expense Cash Advance	Exp Advnce
TEX	ST - Expense Reimbursement	Expenses
TRL	ST - Relocation - Taxable	Relocation
TRN	ST - Relocation - Nontaxable	Relo nontx

Total Earnings Codes
5

- End of Report -

Expense Type Groups

Set ID	Description	Report Print Date	Page Number
SHARE	**CORPORATE SETID**	**8/19/2006**	**1 of 1**

Type Group	Description	Short Description	Billing Action	Account	Department	Project ID	Product
MEALS	Meals	Meals	Billable	120055			
MEALS	Meals	Meals	Billable	120600			
MEALS	Meals	Meals	Internal	650055			
MEALS	Meals	Meals	Internal	650040			
MEALS	Meals	Meals	Nonbillable	501055			
MEALS	Meals	Meals	Nonbillable	501040			
MILEAGE	Mileages	Mileages	Billable	120085			
MILEAGE	Mileages	Mileages	Internal	650032			
MILEAGE	Mileages	Mileages	Nonbillable	501085			
PERDIEM	Per Diem	Per Diem	Billable	120075			
PERDIEM	Per Diem	Per Diem	Internal	650000			
PERDIEM	Per Diem	Per Diem	Nonbillable	501075			
TRANS	Means of transportation	Transport	Billable	120020			
TRANS	Means of transportation	Transport	Internal	650030			
TRANS	Means of transportation	Transport	Nonbillable	501030			

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Total Type Groups
15

Expense Types

Set ID	Description	Report Print Date	Page Number
SHARE	**CORPORATE SETID**	**8/19/2006**	**1 of 4**

Expense Type	Type Edit	Required Fields				Expense Type Group	Billing Action	Account	Department	Project ID	Product
		Merchant	Preferred Merchant	Location	Descr						
AIRFARE	AIR	Y	Y	N	Y		BIL	120020			
AIRFARE	AIR	Y	Y	N	Y		INT	650020			
AIRFARE	AIR	Y	Y	N	Y		NON	501020			
AUTO	RTL	Y	Y	Y	N		BIL	120025			
AUTO	RTL	Y	Y	Y	N		INT	650025			
AUTO	RTL	Y	Y	Y	N		NON	501025			
BRKFAST	ATT	N	N	Y	Y	MEALS	BIL				
BRKFAST	ATT	N	N	Y	Y	MEALS	INT				
BRKFAST	ATT	N	N	Y	Y	MEALS	NON				
COURIER	NON	N	N	N	Y		BIL	120055			
COURIER	NON	N	N	N	Y		INT	650060			
COURIER	NON	N	N	N	Y		NON	501060			
CURRNCY	NON	N	N	N	Y		BIL	120500			
CURRNCY	NON	N	N	N	Y		INT	500500			
CURRNCY	NON	N	N	N	Y		NON	500500			
DINNER	ATT	N	N	Y	Y	MEALS	BIL				
DINNER	ATT	N	N	Y	Y	MEALS	INT				
DINNER	ATT	N	N	Y	Y	MEALS	NON				
ENTERM	ATT	N	N	Y	Y		BIL	120055			
ENTERM	ATT	N	N	Y	Y		INT	650040			
ENTERM	ATT	N	N	Y	Y		NON	501040			
ENTERO	ATT	N	N	Y	Y		BIL	120055			
ENTERO	ATT	N	N	Y	Y		INT	650045			
ENTERO	ATT	N	N	Y	Y		NON	501045			
GAS	NON	N	N	N	N		BIL	120055			
GAS	NON	N	N	N	N		INT	650031			
GAS	NON	N	N	N	N		NON	501065			

Expense Type	Type Edit	Required Fields				Expense Type Group	Billing Action	Account	Department	Project ID	Product
		Merchant	Preferred Merchant	Location	Descr						
GRCRIES	NON	N	N	Y	Y	MEALS	BIL				
GRCRIES	NON	N	N	Y	Y	MEALS	INT				
GRCRIES	NON	N	N	Y	Y	MEALS	NON				
GROUND	NON	N	N	Y	N		BIL	120055			
GROUND	NON	N	N	Y	N		INT	650030			
GROUND	NON	N	N	Y	N		NON	501060			
GVTMLS	NON	N	N	Y	Y	MEALS	BIL	000000			
GVTMLS	NON	N	N	Y	Y	MEALS	INT	000000			
GVTMLS	NON	N	N	Y	Y	MEALS	NON	000000			
JOURNAL	NON	Y	N	N	Y		BIL	120055			
JOURNAL	NON	Y	N	N	Y		INT	650045			
JOURNAL	NON	Y	N	N	Y		NON	501070			
LAUNDRY	NON	N	N	N	N		BIL	120055			
LAUNDRY	NON	N	N	N	N		INT	650135			
LAUNDRY	NON	N	N	N	N		NON	501135			
LODGING	HTL	Y	Y	Y	N		BIL	120075			
LODGING	HTL	Y	Y	Y	N		INT	650000			
LODGING	HTL	Y	Y	Y	N		INT	653000			
LODGING	HTL	Y	Y	Y	N		NON	501075			
LS RELO	NON	N	N	N	N		INT	616200			
LUNCH	ATT	N	N	Y	Y	MEALS	BIL				
LUNCH	ATT	N	N	Y	Y	MEALS	INT				
LUNCH	ATT	N	N	Y	Y	MEALS	NON				
MEETING	NON	N	N	N	Y		BIL	120080			
MEETING	NON	N	N	N	Y		INT	650080			
MEETING	NON	N	N	N	Y		NON	501080			
MEMBER	NON	Y	N	N	Y		BIL	120055			
MEMBER	NON	Y	N	N	Y		INT	650045			
MEMBER	NON	Y	N	N	Y		NON	501070			
MIE	PDM	N	N	Y	N		BIL	120055			

Expense Type	Type Edit	Required Fields				Expense Type Group	Billing Action	Account	Department	Project ID	Product
		Merchant	Preferred Merchant	Location	Descr						
MIE	PDM	N	N	Y	N		BIL	120055			
MIE	PDM	N	N	Y	N		INT	650055			
MIE	PDM	N	N	Y	N		INT	653000			
MIE	PDM	N	N	Y	N		NON	501055			
MIE	PDM	N	N	Y	N		NON	501055			
MILEAGE	AUT	N	N	Y	Y	MILEAGE	BIL	120085			
MILEAGE	AUT	N	N	Y	Y	MILEAGE	INT	650032			
MILEAGE	AUT	N	N	Y	Y	MILEAGE	NON	501085			
MOBILE	NON	N	N	N	N		BIL	120055			
MOBILE	NON	N	N	N	N		INT	650090			
MOBILE	NON	N	N	N	N		NON	501090			
PARKING	NON	N	N	N	Y		BIL	120055			
PARKING	NON	N	N	N	Y		INT	650033			
PARKING	NON	N	N	N	Y		NON	501100			
PDIEMDY	PDM	N	N	Y	Y		BIL	120075			
PDIEMDY	PDM	N	N	Y	Y		INT	650000			
PDIEMDY	PDM	N	N	Y	Y		NON	501075			
PDIEMHR	PDM	N	N	Y	Y		BIL	120055			
PDIEMHR	PDM	N	N	Y	Y		INT	650055			
PDIEMHR	PDM	N	N	Y	Y		NON	501055			
PDIEML	PDL	N	N	Y	Y	PERDIEM	BIL	120075			
PDIEML	PDL	N	N	Y	Y	PERDIEM	INT	650000			
PDIEML	PDL	N	N	Y	Y	PERDIEM	NON	501075			
PERDIEM	PDM	N	N	Y	Y	PERDIEM	BIL				
PERDIEM	PDM	N	N	Y	Y	PERDIEM	INT				
PERDIEM	PDM	N	N	Y	Y	PERDIEM	NON				
PHONE	NON	N	N	N	N		BIL	120055			
PHONE	NON	N	N	N	N		INT	650095			
PHONE	NON	N	N	N	N		NON	501095			
POSTAGE	NON	N	N	N	Y		BIL	120055			

Expense Type	Type Edit	Required Fields				Expense Type Group	Billing Action	Account	Department	Project ID	Product
		Merchant	Preferred Merchant	Location	Descr						
POSTAGE	NON	N	N	N	Y		INT	650061			
POSTAGE	NON	N	N	N	Y		NON	501105			
PROPMLS	NON	N	N	Y	Y		BIL	000000			
PROPMLS	NON	N	N	Y	Y		INT	000000			
PROPMLS	NON	N	N	Y	Y		NON	000000			
REL AIR	AIR	N	N	N	N		INT	650020			
REL HOT	HTL	N	N	N	N		INT	650000			
SHIP	NON	Y	N	N	N		BIL	120055			
SHIP	NON	Y	N	N	N		INT	650061			
SHIP	NON	Y	N	N	N		NON	501110			
SP_AIRF	NON	Y	N	N	Y		BIL	120020			
SP_AIRF	NON	Y	N	N	Y		INT	501020			
SP_AIRF	NON	Y	N	N	Y		NON	501020			
SUPPLY	NON	N	N	N	Y		BIL	120055			
SUPPLY	NON	N	N	N	Y		INT	650045			
SUPPLY	NON	N	N	N	Y		NON	501115			
TAX	NON	N	N	N	Y		BIL	600010			
TAX	NON	N	N	N	Y		INT	600010			
TAX	NON	N	N	N	Y		NON	600010			
TIPS	NON	N	N	N	N		BIL	120055			
TIPS	NON	N	N	N	N		INT	650045			
TIPS	NON	N	N	N	N		NON	501120			
TUITION	NON	N	N	N	Y		BIL	120055			
TUITION	NON	N	N	N	Y		INT	650125			
TUITION	NON	N	N	N	Y		NON	501125			

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Total Expense Types
112

Expense Billing Code

Set ID	Description	Report Print Date	Page Number
SHARE	CORPORATE SETID	**8/19/2006**	**1 of 1**

Expense billing code	Description	Billing Actions
BIL	Billable	B
INT	Internal	I
NON	Nonbillable	U

Totall Billing Codes
3

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Preferred Merchants

Set ID	Description		Report Print Date	Page Number
SHARE	**CORPORATE SETID**		**8/19/2006**	**1 of 1**

Merchant Code	Description	Short Description
AMERICAN	American Airlines	American
BARRELCC	THE BARREL HOUSE	BARRELCC
BOFACC	B OF A/LA SALLE BLDG BASE	BOFACC
CHECKTAXCC	CHECKER TAXI ASSOC INC	CTA
DELTACC1	DELTA AIR 0062122059971	DELTACC1
DELTACC2	DELTA AIR 0062122059971	DELTACC2
DELTACC3	DELTA AIR 0062122059972	DELTACC3
DELTACC4	DELTA AIR 0062122059973	DELTACC4
DELTACC5	DELTA AIR 0062122059968	DELTACC5
DELTACC6	DELTA AIR 0062122059969	DELTACC6
DELTACC7	DELTA AIR 0062122059970	DELTACC7
HERTZ	Hertz Rent-a-Car	Hertz
HERTZCC	HERTZ RENT-A-CAR	HERTZRAC
HILTON	Hilton Hotels	Hilton
LEGALSEACC	LEGAL SEA FOODS #10	LEGALSEACC
LGLSEACC2	LEGAL SEA FOODS #6	LGLSEACC2
MARIOTT	Marriott	Marriott
MARRIOTT	Marriott	Marriott
M1	M1	M1
M2	M2	M2
M3	M3	M3
M4	M4	M4
M5	M5	M5
NATIONAL	National Car Rental	National
RITZCC	THE RITZ CARLTON BOSTON	RCB
SOUTHWSTCC	SOUTHWESTAIR5261146097941	SOUTHWESTC
UNITED	United	United
UNITEDCC	UNITED AIR 0167873633356	UNITED
WESTINCC1	WESTIN HOTELS F/B	WESTINCC1
WESTINCC2	WESTIN HOTELS #156	WESTINCC2
WILLSONOMA	WILLIAM SONOMA #106	WILLSONOMA

Total Preferred Merchants
31

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Authorized Expense Amounts by Location

Set ID	Description		Report Print Date	Page Number
SHARE	**CORPORATE SETID**		**8/19/2006**	**1 of 3**

Location		Expense Type		Authorized Amount
ALSK	Alaska	GROUND	Ground Transportation	13.65 USD
		LUNCH	Lunch	9.87 USD
ATL	Atlanta, Georgia	GROUND	Ground Transportation	15.75 USD
		LODGING	Hotel/Lodging	93.00 USD
		LUNCH	Lunch	10.71 USD
		MIE	Meals and Incidental Expenses	131.00 USD
BERL	Berlin - Germany	LUNCH	Lunch	24.65 DEM
BOSTN	Boston, Massachusetts	GROUND	Ground Transportation	12.60 USD
		LODGING	Hotel/Lodging	192.00 USD
		LUNCH	Lunch	10.76 USD
		MIE	Meals and Incidental Expenses	238.00 USD
BRAZ	Sao Paulo - Brazil	LUNCH	Lunch	117.95 BRR
CHIC	Chicago, Illinois	GROUND	Ground Transportation	27.45 USD
		LODGING	Hotel/Lodging	130.00 USD
		LUNCH	Lunch	12.50 USD
		MIE	Meals and Incidental Expenses	176.00 USD
CHRLT	Charlotte, North Carolina	GROUND	Ground Transportation	12.60 USD
		LODGING	Hotel/Lodging	71.00 USD
		LUNCH	Lunch	9.56 USD
		MIE	Meals and Incidental Expenses	109.00 USD
CINC	Cincinnati, Ohio	GROUND	Ground Transportation	22.95 USD
		LUNCH	Lunch	8.72 USD
CLVE	Cleveland, Ohio	GROUND	Ground Transportation	18.38 USD
		LODGING	Hotel/Lodging	86.00 USD
		LUNCH	Lunch	9.98 USD
		MIE	Meals and Incidental Expenses	128.00 USD
DALL	Dallas, Texas	AUTO	Automobile Rental	62.50 USD
		BRKFAST	Breakfast	13.10 USD
		DINNER	Dinner	28.80 USD
		GROUND	Ground Transportation	27.95 USD
		LODGING	Hotel/Lodging	89.00 USD
		LUNCH	Lunch	10.29 USD
		MIE	Meals and Incidental Expenses	135.00 USD
DAYTN	DAYTON, Ohio	AUTO	Automobile Rental	54.50 USD
		BRKFAST	Breakfast	9.85 USD
		DINNER	Dinner	23.15 USD
DENV	Denver, Colorado	AUTO	Automobile Rental	67.50 USD
		BRKFAST	Breakfast	11.90 USD
		DINNER	Dinner	25.05 USD
		GROUND	Ground Transportation	18.90 USD
		LODGING	Hotel/Lodging	83.00 USD
		LUNCH	Lunch	8.82 USD
		MIE	Meals and Incidental Expenses	125.00 USD
DESMN	DES MOINES, Iowa	AUTO	Automobile Rental	49.50 USD
		BRKFAST	Breakfast	7.85 USD
		DINNER	Dinner	19.45 USD
DET	DETROIT/DEARBORN, Michigan	AUTO	Automobile Rental	70.50 USD
		BRKFAST	Breakfast	10.70 USD
		DINNER	Dinner	25.45 USD
ELPSO	EL PASO, Texas	AUTO	Automobile Rental	54.00 USD
		BRKFAST	Breakfast	8.50 USD
		DINNER	Dinner	21.70 USD
FARGO	FARGO, North Dakota	AUTO	Automobile Rental	47.50 USD
		BRKFAST	Breakfast	7.65 USD
		DINNER	Dinner	20.95 USD
FTLAD	FORT LAUDERDALE, Florida	AUTO	Automobile Rental	37.00 USD

Location		Expense Type		Authorized Amount
FTLAD	FORT LAUDERDALE, Florida	AUTO	Automobile Rental	37.00 USD
		AUTO	Automobile Rental	37.00 USD
		BRKFAST	Breakfast	9.40 USD
		BRKFAST	Breakfast	9.40 USD
		BRKFAST	Breakfast	9.40 USD
		DINNER	Dinner	26.95 USD
		DINNER	Dinner	26.95 USD
		DINNER	Dinner	26.95 USD
FTWRT	FORT WORTH, Texas	AUTO	Automobile Rental	62.50 USD
		BRKFAST	Breakfast	9.55 USD
		DINNER	Dinner	22.05 USD
GDRPD	GRAND RAPIDS, Michigan	AUTO	Automobile Rental	48.00 USD
		BRKFAST	Breakfast	8.50 USD
		DINNER	Dinner	21.80 USD
GREEC	Greece - Athens	LUNCH	Lunch	4,594.95 GRD
GRNBY	Green Bay, Wisconsin	GROUND	Ground Transportation	18.90 USD
		LUNCH	Lunch	9.56 USD
GRNVL	GREENVILLE/SPARTANBURG, South	AUTO	Automobile Rental	44.00 USD
		BRKFAST	Breakfast	8.05 USD
		DINNER	Dinner	21.45 USD
HART	HARTFORD, Connecticut	AUTO	Automobile Rental	50.00 USD
		BRKFAST	Breakfast	8.00 USD
		DINNER	Dinner	25.70 USD
HI	HONOLULU, Hawaii	AUTO	Automobile Rental	34.00 USD
		BRKFAST	Breakfast	13.80 USD
		DINNER	Dinner	24.30 USD
HOUS	Houston, Texas	AUTO	Automobile Rental	66.50 USD
		BRKFAST	Breakfast	10.95 USD
		DINNER	Dinner	30.25 USD
		GROUND	Ground Transportation	29.95 USD
		LODGING	Hotel/Lodging	72.00 USD
		LUNCH	Lunch	9.92 USD
		MIE	Meals and Incidental Expenses	114.00 USD
HRSBG	HARRISBURG, Pennsylvania	AUTO	Automobile Rental	47.00 USD
		BRKFAST	Breakfast	9.05 USD
		DINNER	Dinner	26.35 USD
IND	INDIANAPOLIS, Indiana	AUTO	Automobile Rental	57.00 USD
		BRKFAST	Breakfast	10.40 USD
		DINNER	Dinner	22.45 USD
JACK	JACKSON, MS	AUTO	Automobile Rental	54.50 USD
		BRKFAST	Breakfast	9.60 USD
		DINNER	Dinner	22.15 USD
JAPAN	Osaka - Japan	LUNCH	Lunch	9.41 GBP
		LUNCH	Lunch	2,413.95 JPY
JKS	JACKSON, Mississippi	AUTO	Automobile Rental	53.00 USD
		BRKFAST	Breakfast	8.05 USD
		DINNER	Dinner	20.40 USD
KANS	KANSAS CITY, Missouri	AUTO	Automobile Rental	59.50 USD
		BRKFAST	Breakfast	11.35 USD
		DINNER	Dinner	26.85 USD
KNOX	KNOXVILLE/OAK RIDGE, Tennessee	AUTO	Automobile Rental	53.50 USD
		BRKFAST	Breakfast	8.25 USD
		DINNER	Dinner	20.75 USD
LA	LOS ANGELES, California	AUTO	Automobile Rental	41.50 USD
		BRKFAST	Breakfast	15.95 USD
		DINNER	Dinner	27.15 USD
LEX	LEXINGTON, Kentucky	AUTO	Automobile Rental	61.00 USD
		BRKFAST	Breakfast	7.80 USD
		DINNER	Dinner	20.60 USD
LITRK	LITTLE ROCK, Arkansas	AUTO	Automobile Rental	46.00 USD

Location		Expense Type		Authorized Amount
LITRK	LITTLE ROCK, Arkansas	BRKFAST	Breakfast	8.95 USD
		DINNER	Dinner	20.55 USD
LSV	LOUISVILLE, Kentucky	AUTO	Automobile Rental	55.50 USD
		BRKFAST	Breakfast	8.30 USD
		DINNER	Dinner	23.00 USD
LV	LAS VEGAS, Nevada	AUTO	Automobile Rental	49.00 USD
		BRKFAST	Breakfast	10.25 USD
		DINNER	Dinner	23.20 USD
MADR	Madrid - Spain	LUNCH	Lunch	1,320.95 ESP
MINP	Minneapolis, Minnesota	GROUND	Ground Transportation	20.95 USD
		LUNCH	Lunch	9.71 USD
MLWK	Milwaukee, Wisconsin	GROUND	Ground Transportation	16.80 USD
		LODGING	Hotel/Lodging	72.00 USD
		LUNCH	Lunch	8.66 USD
		MIE	Meals and Incidental Expenses	114.00 USD
MOSC	Moscow - Russia	LUNCH	Lunch	163,130.95 SUR
NWYK	New York, New York	GROUND	Ground Transportation	20.95 USD
		LUNCH	Lunch	19.64 USD
ORL	Orlando, Florida	GROUND	Ground Transportation	27.95 USD
		LODGING	Hotel/Lodging	77.00 USD
		LUNCH	Lunch	10.29 USD
		MIE	Meals and Incidental Expenses	119.00 USD
PARIS	Paris - France	LUNCH	Lunch	107.85 FRF
PLSNT	Corporate Office - Pleasanton	GROUND	Ground Transportation	30.95 USD
		LUNCH	Lunch	12.65 USD
QUEB	Quebec - Canada	LUNCH	Lunch	10.87 CAD
RCHM	Richmond, Virginia	GROUND	Ground Transportation	18.38 USD
		LODGING	Hotel/Lodging	77.00 USD
		LUNCH	Lunch	11.03 USD
		MIE	Meals and Incidental Expenses	115.00 USD
ROME	Rome - Italy	LUNCH	Lunch	38,270.95 ITL
SEATL	Seattle, Washington	GROUND	Ground Transportation	26.95 USD
		LODGING	Hotel/Lodging	104.00 USD
		LUNCH	Lunch	10.08 USD
		MIE	Meals and Incidental Expenses	150.00 USD
SNDG	San Diego, California	GROUND	Ground Transportation	8.40 USD
		LODGING	Hotel/Lodging	96.00 USD
		LUNCH	Lunch	11.03 USD
		MIE	Meals and Incidental Expenses	142.00 USD
SNFRN	San Francisco, California	GROUND	Ground Transportation	30.95 USD
		LUNCH	Lunch	12.65 USD
STLS	St. Louis, Missouri	GROUND	Ground Transportation	24.95 USD
		LODGING	Hotel/Lodging	69.00 USD
		LUNCH	Lunch	9.87 USD
		MIE	Meals and Incidental Expenses	115.00 USD
THAIL	Bangkok - Thailand	LUNCH	Lunch	243.95 THB
TORO	Toronto - Canada	LUNCH	Lunch	10.97 CAD
TUSC	Tuscon, Arizona	GROUND	Ground Transportation	15.75 USD
		LUNCH	Lunch	9.56 USD
VANCV	Vancouver - Canada	LUNCH	Lunch	11.45 CAD

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Total Location Limits
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Set ID	Description	Report Print Date	Page Number
SHARE	**CORPORATE SETID**	**8/19/2006**	**1 of 4**

Location	Description	Short Description	Location Group
ABU	ABU DHABI, United Arab Emirate	UEA	
ADEL	ADELAIDE, Australia	Australia	
AGANA	AGANA, Guam	Guam	
AIRES	BUENOS AIRES, Argentina	Argentina	
AKRON	AKRON, Ohio	AKRON	
ALB	ALBUQUERQUE, New Mexico	ALBUQUERQU	
ALBNY	ALBANY, New York	ALBANY	
ALEX	Alexandria, VA	Alexandria	
ALN	ALLENTOWN/BETHLEHEM, Pennsylva	ALLENTOWN/	
ALSK	Alaska	Alaska	
AMMAN	AMMAN, Jordan	Jordan	
AMS	AMSTERDAM, Netherlands	Netherland	
ANAHM	ANAHEIM/ORANGE COUNTY, Califor	ANAHEIM/OR	
ATHEN	ATHENS, Greece	Greece	
ATL	Atlanta, Georgia	Atlanta	SEREG
AUKD	AUCKLAND, New Zealand	NZ	
AUS	AUSTIN, Texas	AUSTIN	
BALT	BALTIMORE, Maryland	BALTIMORE	
BARC	BARCELONA, Spain	Spain	
BATRG	BATON ROUGE, Louisiana	BATON ROUG	
BEIJ	BEIJING, China	China	
BER	BERLIN, Germany	Germany	
BERL	Berlin - Germany	Berlin	EURO
BILNS	BILLINGS, Montana	BILLINGS	
BIRM	BIRMINGHAM, Alabama	BIRMINGHAM	
BOCA	BOCA RATON, FL	BOCA RATON	
BOG	BOGOTA, Colombia	Colombia	
BOISE	BOISE, Idaho	BOISE	
BONN	Bonn, Germany	Bonn	GER
BORD	BORDEAUX, France	France	
BOSTN	Boston, Massachusetts	Boston	NEREG
BOULD	Boulder, Colorado	Boulder	
BRAZ	Sao Paulo - Brazil	Brazil	SAMER
BRDG	BRIDGETOWN, Barbados	Barbados	
BRUS	BRUSSELS, Belgium	Belgium	
BUDPS	BUDAPEST, Hungary	Hungary	
BUFF	Buffalo, New York	Buffalo	
BUR	BURLINGTON, Vermont	BURLINGTON	
CAIRO	CAIRO, Egypt	Egypt	
CALG	CALGARY, Canada	Canada	
CHEY	CHEYENNE, Wyoming	CHEYENNE	
CHIC	Chicago, Illinois	Chicago	MDREG
CHRLT	Charlotte, North Carolina	Charlotte	SEREG
CHRSN	CHARLESTON, West Virginia	CHARLESTON	
CINC	Cincinnati, Ohio	Cincinnati	MDREG
CLMBO	COLOMBO, Sri Lanka	Sri Lanka	
CLTA	CALCUTTA, India	India	
CLVE	Cleveland, Ohio	Cleveland	MDREG
COL	COLUMBUS, Ohio	COLUMBUS	
COLBA	COLUMBIA, South Carolina	COLUMBIA	
COLGN	COLOGNE, Germany	Germany	
CPNHG	COPENHAGEN, Denmark	Denmark	
CRCS	CARACAS, Venezuela	Venezuela	
DALL	Dallas, Texas	Dallas	SCREG
DAYTN	DAYTON, Ohio	DAYTON	
DENV	Denver, Colorado	Denver	SWREG

Location	Description	Short Description	Location Group
DESMN	DES MOINES, Iowa	DES MOINES	
DET	DETROIT/DEARBORN, Michigan	DETROIT/DE	
DUBLN	DUBLIN, Ireland	Ireland	
EDMNT	EDMONTON, Canada	Canada	
EIND	EINDHOVEN, Netherlands	Netherland	
ELPSO	EL PASO, Texas	EL PASO	
FARGO	FARGO, North Dakota	FARGO	
FRAN	FRANKFORT. IL	FRANKFORT	
FRK	FRANKFURT, Germany	Germany	
FTLAD	FORT LAUDERDALE, Florida	FORT LAUDE	
FTWRT	FORT WORTH, Texas	FORT WORTH	
GDRPD	GRAND RAPIDS, Michigan	GRAND RAPI	
GEORG	GEORGETOWN, Cayman Islands	Cayman Is.	
GREEC	Greece - Athens	Greece	EURO
GRNBY	Green Bay, Wisconsin	Wisconsin	MDREG
GRNVL	GREENVILLE/SPARTANBURG, South	GREENVILLE	
GVA	GENEVA, Switzerland	Switzerlan	
HAL	HALIFAX, Canada	Canada	
HAM	HAMILTON, Canada	Canada	
HART	HARTFORD, Connecticut	HARTFORD	
HBRG	HAMBURG, Germany	Germany	
HI	HONOLULU, Hawaii	HONOLULU	
HK	HONG KONG, Hong Kong	Hong Kong	
HOUS	Houston, Texas	Houston	SCREG
HRSBG	HARRISBURG, Pennsylvania	HARRISBURG	
IND	INDIANAPOLIS, Indiana	INDIANAPOL	
ISL	ISLAMABAD, Pakistan	Pakistan	
IST	ISTANBUL, Turkey	Turkey	
JACK	JACKSON, MS	JACKSON	
JAPAN	Osaka - Japan	Japan	FARE
JERS	JERUSALEM, Israel	Israel	
JHNBG	JOHANNESBURG, South Africa	Sth Africa	
JKS	JACKSON, Mississippi	JACKSON	
JKTA	JAKARTA, Indonesia	Indonesia	
KANS	KANSAS CITY, Missouri	KANSAS CIT	
KIN	KINGSTON, Jamaica	Jamaica	
KLUM	KUALA LUMPUR, Malaysia	Malaysia	
KNOX	KNOXVILLE/OAK RIDGE, Tennessee	KNOXVILLE/	
LA	LOS ANGELES, California	LOS ANGELE	
LEX	LEXINGTON, Kentucky	LEXINGTON	
LIMA	LIMA, Peru	Peru	
LISBN	LISBON, Portugal	Portugal	
LITRK	LITTLE ROCK, Arkansas	LITTLE ROC	
LON	LONDON, Canada	Canada	
LOND	London - England	London	EURO
LSV	LOUISVILLE, Kentucky	LOUISVILLE	
LUX	LUXEMBOURG, Luxembourg	Luxembourg	
LV	LAS VEGAS, Nevada	LAS VEGAS	
LYON	Lyon, France	Lyon	FRA
MAD	MADRID, Spain	Spain	
MADR	Madrid - Spain	Madrid	EURO
MADSN	MADISON, Wisconsin	MADISON	
MANCH	MANCHESTER, New Hampshire	MANCHESTER	
MARS	Marseille, France	Marseille	FRA
MEL	MELBOURNE, Australia	Australia	
MEMP	MEMPHIS, Tennessee	MEMPHIS	
MEXCT	MEXICO CITY, Mexico	Mexico	
MIAMI	MIAMI, FL	MIAMI	
MIL	MILWAUKEE, Wisconsin	MILWAUKEE	
MILAN	MILAN, Italy	Italy	

Location	Description	Short Description	Location Group
MINN	MINNEAPOLIS, Minnesota	MINNEAPOLI	
MINP	Minneapolis, Minnesota	Minneapoli	MDREG
MLWK	Milwaukee, Wisconsin	Milwaukee	MDREG
MNLA	MANILA, Philippines	Philippine	
MOBIL	MOBILE, Alabama	MOBILE	
MONRL	MONTREAL, Canada	Canada	
MONT	MONTERREY, Mexico	Mexico	
MOSC	Moscow - Russia	Moscow	EASTC
MUN	Munich, Germany	Munich	GER
MUNCH	MUNICH, Germany	Germany	
NANTE	Nantes, France	Nantes	FRA
NAPER	NAPERVILLE. IL	NAPERVILLE	
NASAU	NASSAU, Bahamas	Bahamas	
NASH	NASHVILLE, Tennessee	NASHVILLE	
NEWK	NEWARK, New Jersey	NEWARK	
NIC	NICOSIA, Cyprus	Cyprus	
NILES	NILES, IL	NILES	
NORFK	NORFOLK, Virginia	NORFOLK	
NROBI	NAIROBI, Kenya	Kenya	
NWDEL	NEW DELHI, India	India	
NWHVN	NEW HAVEN, Connecticut	NEW HAVEN	
NWOR	NEW ORLEANS, Louisiana	NEW ORLEAN	
NWYK	New York, New York	New York	NEREG
NYMAN	NEW YORK - MANHATTAN, New York	NEW YORK -	
OAK	OAKLAND/BERKELEY, California	OAKLAND/BE	
OKL	OKLAHOMA CITY, Oklahoma	OKLAHOMA C	
OMAHA	OMAHA, Nebraska	OMAHA	
ORL	Orlando, Florida	Orlando	SEREG
OSAKA	OSAKA, Japan	Japan	
OSLO	OSLO, Norway	Norway	
OTHER	Other - US	Other - US	
OTT	OTTAWA, Canada	Canada	
PANCT	PANAMA CITY, Panama	Panama	
PAR	PARSIPPANY, NJ	PARSIPPANY	
PARIS	Paris - France	Paris	EURO
PENG	PENANG ISLAND, Malaysia	Malaysia	
PERIA	PEORIA, Illinois	PEORIA	
PERTH	PERTH, Australia	Australia	
PHIL	PHILADELPHIA, Pennsylvania	PHILADELPH	
PHNX	PHOENIX, Arizona	PHOENIX	
PITT	PITTSBURGH, Pennsylvania	PITTSBURGH	
PLSNT	Corporate Office - Pleasanton	Pleasanton	NWREG
PORT	PORTLAND, Maine	PORTLAND	
PORTO	PORTLAND, Oregon	PORTLAND	
PRA	PRAGUE, Czech Republic	Czech Rep	
PROV	PROVIDENCE, Rhode Island	PROVIDENCE	
QUEB	Quebec - Canada	Quebec	CAN
QUITO	QUITO, Ecuador	Ecuador	
RAL	RALEIGH, North Carolina	RALEIGH	
RCHM	Richmond, Virginia	Richmond	NEREG
RICHM	RICHMOND, Virginia	RICHMOND	
RIO	RIO DE JANEIRO, Brazil	Brazil	
RIYAD	RIYADH, Saudi Arabia	Saudi Arab	
ROCH	ROCHESTER, New York	ROCHESTER	
ROME	Rome - Italy	Rome	EURO
ROSE	ROSEVILLE, MN	ROSEVILLE	
RVRSD	RIVERSIDE/SAN BERNARDINO, Cali	RIVERSIDE/	
SACTO	SACRAMENTO, California	SACRAMENTO	
SANSL	SAN SALVADOR, El Salvador	ElSalvador	
SAOPA	SAO PAULO, Brazil	Brazil	

Location	Description	Short Description	Location Group
SB	SANTA BARBARA, CA	SANTA BARB	
SCR	SCRANTON/WILKES-BARRE, Pennsyl	SCRANTON/W	
SEATL	Seattle, Washington	Seattle	NWREG
SHANG	SHANGHAI, China	China	
SHRV	SHREVEPORT, Louisiana	SHREVEPORT	
SING	SINGAPORE, Singapore	Singapore	
SIOX	SIOUX FALLS, South Dakota	SIOUX FALL	
SJOSE	SAN JOSE/SILICON VALLEY, Calif	SAN JOSE/S	
SLC	SALT LAKE CITY, Utah	SALT LAKE	
SNDG	San Diego, California	San Diego	SWREG
SNFRN	San Francisco, California	San Fran	NWREG
SNJ	SAN JOSE, Costa Rica	Costa Rica	
SNJUN	SAN JUAN, Puerto Rico	SAN JUAN	
SNTGO	SANTIAGO, Chile	Chile	
SNTNO	SAN ANTONIO, Texas	SAN ANTONI	
SPK	SPOKANE, Washington	SPOKANE	
SPRIN	SPRINGFIELD, IL	SPRINGFIEL	
STKHM	STOCKHOLM, Sweden	Sweden	
STLS	St. Louis, Missouri	St. Louis	SCREG
STPL	SAINT PAUL, Minnesota	SAINT PAUL	
STRAS	STRASBOURG, France	France	
STTHM	ST THOMAS, Virgin Islands	ST THOMAS	
STUTT	STUTTGART, Germany	Germany	
SYD	SYDNEY, Australia	Australia	
SYR	SYRACUSE, New York	SYRACUSE	
TAMPA	TAMPA, FL	TAMPA	
THAIL	Bangkok - Thailand	Thailand	FARE
TLVIV	TEL AVIV, Israel	Israel	
TOKYO	TOKYO, Japan	Japan	
TOL	TOLEDO, Ohio	TOLEDO	
TORO	Toronto - Canada	Toronto	CAN
TUCS	TUCSON, Arizona	TUCSON	
TULSA	TULSA, Oklahoma	TULSA	
TUSC	Tuscon, Arizona	Tuscon	SWREG
VANCV	Vancouver - Canada	Vancouver	CAN
VIENA	VIENNA, Austria	Austria	
WARSW	WARSAW, Poland	Poland	
WASH	WASHINGTON, District of Columb	WASHINGTON	
WICH	WICHITA, Kansas	WICHITA	
WIL	WILMINGTON, Delaware	WILMINGTON	
WINN	WINNIPEG, Canada	Canada	
YGS	YOUNGSTOWN, Ohio	YOUNGSTOWN	
ZHOU	GUANGZHOU, China	China	
ZRCH	ZUERICH, Switzerland	Switzerlan	

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Total Locations
220

Location Groups

Set ID	Description	Report Print Date	Page Number
SHARE	**CORPORATE SETID**	**8/19/2006**	**1 of 1**

Location Group	Description	Short Description
CAN	Canada	Canada
EASTC	Eastern Countries	ECountries
EURO	Europe	Europe
FARE	Far East	Far East
FRA	France	France
GBR	Great Britain	UK
GER	Germany	Germany
MDREG	Midwest Region	Midwest
NEREG	Northeast Regioin	
NWREG	Northwest Region	Northwest
SAMER	South America	SAmerica
SCREG	South Central Region	South Cent
SEREG	Southeast Region	Southeast
SREG	Southern Region	Southern
SWREG	Southwest Region	Southwest

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Total Location Groups
15

Set ID	Description	Report Print Date	Page Number
SHARE	**CORPORATE SETID**	**8/19/2006**	**1 of 1**

Reimbursement Action	Description	Short Description
OUTPY	Out of Policy	Policy

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Total Actions
1

Corporate Card Information

Business Unit	Description		Report Print Date	Page Number
US001	**US001 NEW YORK OPERATIONS**		**8/19/2006**	**1 of 1**

Employee ID / Name		Account	Expiration Date	Vendor ID	Vendor Name	Limit Amount	
IXHEEE102	Angelini,Gina	************VNDR	01/01/2101	USA0000028	VISA - 1-001	0.00	USD
IXHEEE102	Angelini,Gina	************7890	01/01/2101	USA0000028	VISA - 1-001	3,000.00	USD
IXHEEE111	Unger,Randy	************7838	01/01/2101	USA0000030	AMEX - 3-001	0.00	USD
IXHEEE118	Jones,Koenraad	************8901	01/01/2101	USA0000033	DISCOVER-001	3,000.00	USD
IXHEEE120	Crawford,William	************9012	01/01/2101	USA0000032	MC-001	5,000.00	USD
KU0005	Sherwood,Fred	************2407	05/31/2005	USA0000028	VISA - 1-001	50,000.00	USD
KU0021	Bendetto,Jessica	************1234	01/01/2015	USA0000030	AMEX - 3-001	0.00	USD
KU0022	Turner,Cornelia	************2431	12/31/2005	USA0000028	VISA - 1-001	10,000.00	USD
KU0042	Schumacher,Kenneth	************0099	01/01/2015	USA0000030	AMEX - 3-001	1,000.00	USD
KU0042	Schumacher,Kenneth	************5123	01/01/2015	USA0000034	DINNERCLUB-001	1,000.00	USD
KU0042	Schumacher,Kenneth	************8521	01/01/2015	USA0000032	MC-001	6,000.00	USD
KU0042	Schumacher,Kenneth	************4319	01/01/2015	USA0000028	VISA - 1-001	5,000.00	USD
KU0042	Schumacher,Kenneth	************9870	01/01/2015	USA0000029	VISA - 2-001	2,000.00	USD
KU0080	Emmerson,Nancy	************2464	12/31/2005	USA0000028	VISA - 1-001	5,000.00	USD

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Total Credit Card Accounts
14

Credit Card Vendor

Set ID	Description	Report Print Date	Page Number
SHARE	CORPORATE SETID	**8/19/2006**	**1 of 1**

CC Vendor	Description	Vendor ID	Vendor Description	Account Number
AMEX	American Express	USA0000030	American Express (Credit Credit #3)	
AMX-C	AMEX CREDIT	USA0000030	American Express (Credit Credit #3)	
AMX-D	AMEX DEBIT	USA0000030	American Express (Credit Credit #3)	
BKAUS	Bank of Australia	USA0000028	VISA (Credit Card #1)	00000000000000000883
DINER	Dinner Club	USA0000034	Dinner Club	
DISC	Discover	USA0000033	Discover Card	
MC	MasterCard	USA0000032	Master Card	
USB	US Bank	USA0000029	VISA (Credit Card #2)	
VISA	VISA	USA0000028	VISA (Credit Card #1)	00000000000000000882

Total Sources
9

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Payment Type

Set ID	Description	Report Print Date	Page Number
SHARE	**CORPORATE SETID**	**8/19/2006**	**1 of 1**

Payment Type	Description	Payment Type Edit	Vendor ID	Name	Vendor Location
AMX	American Express	VND	USA0000030	American Express (Credit Credit #3)	1
CHK	Check	EMP			
CSH	Cash	EMP			
DIN	Dinners Club	VND	USA0000034	Dinner Club	CORP
MC	Master Card	VND	USA0000032	Master Card	1
PPA	Prepaid Air	PPA			
PPD	Prepaid Expenditures	PPD			
PPH	Prepaid Hotel	PPH			
USB	US Bank	VND	USA0000029	VISA (Credit Card #2)	1
VIS	Visa	VND	USA0000028	VISA (Credit Card #1)	1

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Total Methods
10

Auto Mileage Standard Distance Rates

Set ID	Description	Report Print Date	Page Number
SHARE	**CORPORATE SETID**	**8/19/2006**	**1 of 1**

Type	Description	Distance Type	Rate	
MILEAGE	Automobile Mileage	Kilometers	0.4600	CAD
MILEAGE	Automobile Mileage	Miles	0.3200	USD

Total Rate Types
2

- End of Report -

Auto Mileage Varied Distance Rates

Set ID	Description	Country	Report Print Date	Page Number
SHARE	CORPORATE SETID	FRA	8/19/2006	1 of 1

Transportation Type	From Distance	Through Distance	Distance Rate	Currency	Rate Adjustment Factor
TYP0	0	5,000	2.9250	FRF	0.0000
TYP0	5,001	20,000	1.6010	FRF	5,856.1700
TYP0	20,001	99,999	1.9320	FRF	0.0000
TYP1	0	5,000	3.1880	FRF	0.0000
TYP1	5,001	20,000	1.7770	FRF	7,056.4100
TYP1	20,001	99,999	2.1300	FRF	0.0000
TYP2	0	5,000	3.5300	FRF	0.0000
TYP2	5,001	20,000	1.9990	FRF	7,656.5300
TYP2	20,001	99,999	2.3820	FRF	0.0000
TYP3	0	5,000	3.8030	FRF	0.0000
TYP3	5,001	20,000	2.2150	FRF	7,941.5900
TYP3	20,001	99,999	2.6120	FRF	0.0000
TYP4	0	5,000	4.1580	FRF	0.0000
TYP4	5,001	20,000	2.4300	FRF	8,641.7300
TYP4	20,001	99,999	2.8620	FRF	0.0000

Total Rate Types
15

- End of Report -

Cash Advance Source

Set ID	Description		Report Print Date	Page Number
SHARE	**CORPORATE SETID**		**8/19/2006**	**1 of 1**

Cash Advance Source	Description	Payment Type	Generate Payment	Vendor ID	Vendor Description
ATM	ATM cash advances	VND	Y	USA0000028	VISA (Credit Card #1)
CHK	System Check	EMP	Y		
TCHK	Travelers Checks	EMP	N		

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Total Sources
3

Templates

Set ID	Description	Report Print Date	Page Number
SHARE	CORPORATE SETID	**8/19/2006**	**1 of 1**

Template Type	Template	Description	Expense Type	Description
E	EXP1	Template with Mileage, perdiem	BRKFAST	Breakfast
E	EXP1	Template with Mileage, perdiem	DINNER	Dinner
E	EXP1	Template with Mileage, perdiem	LAUNDRY	Laundry Service
E	EXP1	Template with Mileage, perdiem	LODGING	Hotel/Lodging
E	EXP1	Template with Mileage, perdiem	LUNCH	Lunch
E	EXP1	Template with Mileage, perdiem	MILEAGE	Automobile Mileage
E	EXP1	Template with Mileage, perdiem	PERDIEM	Per Diem Germany
E	EXRPT	Exp rpt template example	AIRFARE	Air Travel
E	EXRPT	Exp rpt template example	AUTO	Automobile Rental
E	EXRPT	Exp rpt template example	LODGING	Hotel/Lodging
T	TA	TA template example	AIRFARE	Air Travel
T	TA	TA template example	BRKFAST	Breakfast
T	TA	TA template example	DINNER	Dinner
T	TA	TA template example	LODGING	Hotel/Lodging
T	TA	TA template example	LUNCH	Lunch

- End of Report -

Total Templates
3

Wizard Types By SETID

Set ID		Report Print Date	Page Number
SHARE		**8/19/2006**	**1 of 1**

Wizard Types	Expense Types
LDY	LAUNDRY
PHN	PHONE
PRK	PARKING
RC	LODGING
RS1	BRKFAST
RS2	LUNCH
RS3	DINNER
RT	TAX

Total Sources
8

- End of Report -

General Ledger Balancing Report

Business Unit	Description	From Date	Through Date	Report Print Date	Page Number
US001	**US001 NEW YORK OPERATIONS**	**1/1/2000**	**12/31/2008**	**8/19/2006**	**1 of 1**

Document ID / Type		Journal Template	Unpost Sequence	Accounting Entry Type	Accounting Date	Document			Employee ID/Name	Amount	
						Type	Seq Nbr	Seq Dt			
0000000003	Advance	EXACCRUAL	0	Expenses Accrual	8/15/2000				KU0042 Schumacher,Kenneth	-500.00	USD
							0000000003	*Advance*		*-500.00*	*USD*
0000000005	Advance	EXACCRUAL	0	Expenses Accrual	8/15/2000				KU0042 Schumacher,Kenneth	-1,000.00	USD
							0000000005	*Advance*		*-1,000.00*	*USD*
0000000006	Advance	EXACCRUAL	0	Expenses Accrual	8/15/2000				KU0042 Schumacher,Kenneth	-300.00	USD
							0000000006	*Advance*		*-300.00*	*USD*
0000000051	Exp Report	EXACCRUAL	0	Expenses Accrual	8/15/2000			08/15/2000	KU0042 Schumacher,Kenneth	-1,523.77	USD
							0000000051	*Exp Report*		*-1,523.77*	*USD*
0000000052	Exp Report	EXACCRUAL	0	Expenses Accrual	8/15/2000			08/15/2000	KU0042 Schumacher,Kenneth	-72.00	USD
							0000000052	*Exp Report*		*-72.00*	*USD*
0000000055	Exp Report	EXACCRUAL	0	Expenses Accrual	8/15/2000			08/15/2000	KU0042 Schumacher,Kenneth	-2,000.00	USD
							0000000055	*Exp Report*		*-2,000.00*	*USD*
0000000056	Exp Report	EXACCRUAL	0	Expenses Accrual	7/1/2003			07/01/2003	KU0080 Emmerson,Nancy	-10.00	USD
		EXACCRUAL	0		7/1/2003			07/01/2003	Emmerson,Nancy	-50.00	USD
		EXACCRUAL	0		7/1/2003			07/01/2003	Emmerson,Nancy	-30.00	USD
							0000000056	*Exp Report*		*-90.00*	*USD*

Total Transactions	Business Unit Total
9	**(5,485.77) USD**

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Expense Report

Employee ID / Name		Sheet ID
KU0042	Schumacher,Kenneth	0000000071
Reference		Business Purpose
		General Travel and Expense

0000000071

* 0 0 0 0 0 0 0 0 7 1 *

Expense Lines

Date	Expense Type		Personal	No Receipt	Expenditure Method		Transaction Amount		Exchange Rate	Amount	
Description			Additional Information			*Merchant*			Location		
10/1/2003	**AIRFARE**	**Air Travel**			AMX	American Express	200.00	USD	1.00 /1.00	**200.00**	**USD**
Boston-NY-Boston			Ticket Number: 5123241022			*American Airlines*					
11/1/2003	**DINNER**	**Dinner**			CSH	Cash	30.00	USD	1.00 /1.00	**30.00**	**USD**
Hard Rock									NYMAN	NEW YORK - MANHATTAN, New York	
11/2/2003	**DINNER**	**Dinner**			CSH	Cash	28.00	USD	1.00 /1.00	**28.00**	**USD**
Tivoli									NYMAN	NEW YORK - MANHATTAN, New York	
11/1/2003	**GROUND**	**Ground Transportation**			CHK	Check	120.00	USD	1.00 /1.00	**120.00**	**USD**
Airport to hotel									NYMAN	NEW YORK - MANHATTAN, New York	
3/18/2003	**MEETING**	**Conference/Meeting**			PPD	Prepaid Expenditures	1,200.00	USD	1.00 /1.00	**1,200.00**	**USD**
Connect Conference											

$0.00

I certify that the information provided above is an accurate record of expenses incurred by me.	Total Expenses:	**1,578.00** **USD**
	Less Personal Expenses:	**0.00**
_____ _____	Less Prepaid Expenses:	**1,200.00**
Employee Signature Date	Less Company Paid Expenses:	**200.00**
_____ _____	Less Cash Advance:	**178.00**
Approved By Date	**Amount Due Employee:**	**0.00**
_____ _____		
Approved By Date		

$0.00

Expense Transactions by Department

Department	Description	GL Business Unit	From Date	Through Date	Report Print Date	Page Number
41000	**Engineering**	**US001**	**1/1/2000**	**12/31/2008**	**8/19/2006**	**1 of 2**

Employee ID / Name		Sheet ID	Reference	Business Purpose	Account		Alt.Account	Project ID	Amount	
KU0080	Emmerson,Nancy	0000000056		General Travel and Expense	120055	BillMeal		ALLPROJECTS	40.00	USD
					120055	*BillMeal*			*40.00*	*USD*
KU0042	Schumacher,Kenneth	0000000071		General Travel and Expense	650020	Airfare		FININTPROJ	200.00	USD
		0000000067		Technical Training					350.00	USD
		0000000049		Technical Training					350.00	USD
KU0080	Emmerson,Nancy	0000000031		General Travel and Expense					456.00	USD
					650020	*Airfare*			*1,356.00*	*USD*
KU0042	Schumacher,Kenneth	0000000068		Customer Visit	650025	Auto Rent			60.00	USD
		0000000066		Customer Visit					60.00	USD
		0000000064		Demonstrations					72.00	USD
		0000000052		Demonstrations					72.00	USD
KU0080	Emmerson,Nancy	0000000020		Consulting Services					125.00	USD
					650025	*Auto Rent*			*389.00*	*USD*
KU0042	Schumacher,Kenneth	0000000071		General Travel and Expense	650030	GrndTrans		FININTPROJ	120.00	USD
					650030	*GrndTrans*			*120.00*	*USD*
KU0080	Emmerson,Nancy	0000000056		General Travel and Expense	650045	EntrOther		ALLPROJECTS	50.00	USD
					650045	*EntrOther*			*50.00*	*USD*
KU0042	Schumacher,Kenneth	0000000071		General Travel and Expense	650055	Meals		FININTPROJ	58.00	USD
		0000000067		Technical Training					12.00	USD
					650055	*Meals*			*70.00*	*USD*
KU0042	Schumacher,Kenneth	0000000071		General Travel and Expense	650080	Meeting		FININTPROJ	1,200.00	USD
		0000000070		Off-site Meeting					1,523.77	USD
		0000000069		Off-site Meeting					2,000.00	USD
		0000000065		Off-site Meeting					1,523.77	USD
		0000000055		Off-site Meeting					2,000.00	USD
		0000000051		Off-site Meeting					1,523.77	USD
					650080	*Meeting*			*9,771.31*	*USD*

- End of Report -

Total Transactions	Total Expenses	
20	**11,796.31**	**USD**

Expense Transactions by Business Unit

GL Business Unit	Description	From Date	Through Date	Report Print Date	Page Number
US001	**US001 NEW YORK OPERATIONS**	**1/1/2000**	**12/31/2008**	**8/19/2006**	**1 of 2**

Employee ID / Name		Sheet ID	Reference	Business Purpose	Department	Account		Alt. Account	Project ID	Amount
KU0080	Emmerson,Nancy	0000000056		General Travel and Expense	41000	120055	BillMeal		ALLPROJECTS	40.00USD
						120055	**BillMeal**			**40.00** **USD**
KU0042	Schumacher,Kenneth	0000000071		General Travel and Expense	41000	650020	Airfare		FININTPROJ	200.00USD
		0000000067		Technical Training						350.00USD
		0000000049								350.00USD
KU0080	Emmerson,Nancy	0000000031		General Travel and Expense						456.00USD
						650020	**Airfare**			**1,356.00** **USD**
KU0042	Schumacher,Kenneth	0000000068		Customer Visit	41000	650025	Auto Rent			60.00USD
		0000000066								60.00USD
		0000000064		Demonstrations						72.00USD
		0000000052								72.00USD
KU0080	Emmerson,Nancy	0000000020		Consulting Services						125.00USD
						650025	**Auto Rent**			**389.00** **USD**
KU0042	Schumacher,Kenneth	0000000071		General Travel and Expense	41000	650030	GrndTrans		FININTPROJ	120.00USD
						650030	**GrndTrans**			**120.00** **USD**
KU0080	Emmerson,Nancy	0000000056		General Travel and Expense	41000	650045	EntrOther		ALLPROJECTS	50.00USD
						650045	**EntrOther**			**50.00** **USD**

Employee ID / Name		Sheet ID	Reference	Business Purpose	Department	Account		Alt. Account	Project ID	Amount
KU0042	Schumacher,Kenneth	0000000071		General Travel and Expense	41000	650055	Meals		FININTPROJ	58.00USD
		0000000067		Technical Training						12.00USD
						650055	**Meals**			**70.00** **USD**
KU0042	Schumacher,Kenneth	0000000071		General Travel and Expense	41000	650080	Meeting		FININTPROJ	1,200.00USD
		0000000070		Off-site Meeting						1,523.77USD
		0000000069								2,000.00USD
		0000000065								1,523.77USD
		0000000055								2,000.00USD
		0000000051								1,523.77USD
						650080	**Meeting**			**9,771.31** **USD**

	Total Transactions	Total Expenses
- End of Report -	**20**	**11,796.31** **USD**

Cash Advance

Employee ID / Name		Advance ID	Reference ID	Business Purpose
KU0042	**Schumacher,Kenneth**	**0000000017**		**General Travel and Expense**

Comments

Advance Lines

Advance Source		Generate Payment	Description	Amount
CHK	System Check	☑		800.00 USD

I certify that the advance requested above will be used for authorized business purposes only.	Total Cash Advance:	**800.00** **USD**
_____ Employee Signature Date	Less Nonpayable Amount:	**0.00** **USD**
_____ Approved By Date	**Amount Due Employee:**	**800.00** **USD**

Cash Advances by Department

Department	Description	GL Business Unit	Report Print Date	Page Number
41000	**Engineering**	**US001**	**8/19/2006**	**1 of 1**

Employee ID / Name		Advance ID	Reference	Business Purpose	Source	Account		Project ID	Product		Amount
KU0042	Schumacher,Kenneth	0000000017		General Travel and Expense	CHK	120500	EmpAdvance			800.00	USD
		0000000016		Team Building Session	CHK	120500	EmpAdvance			300.00	USD
		0000000015		Off-site Meeting	CHK	120500	EmpAdvance			25.00	USD
		0000000014		Regional Meeting	CHK	120500	EmpAdvance			75.00	USD
		0000000013		General Travel and Expense	CHK	120500	EmpAdvance			125.00	USD
		0000000012		General Travel and Expense	CHK	120500	EmpAdvance			100.00	USD
		0000000011		Customer Visit	CHK	120500	EmpAdvance			300.00	USD
		0000000010		Regional Meeting	CHK	120500	EmpAdvance			250.00	USD
		0000000009		Customer Visit	TCHK	120500	EmpAdvance			200.00	USD
		0000000006		Off-site Meeting	CHK	120500	EmpAdvance			300.00	USD
		0000000005		User Conference	CHK	120500	EmpAdvance			1,000.00	USD
		0000000004		Trade Show	CHK	120500	EmpAdvance			750.00	USD
		0000000003		Customer Visit	TCHK	120500	EmpAdvance			500.00	USD

120500	*EmpAdvance*	*4,725.00* *USD*

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Total Transactions	Total Cash Advances
13	**4,725.00** **USD**

Cash Advances by Business Unit

Business Unit	Description	Report Print Date	Page Number
US001	**US001 NEW YORK OPERATIONS**	**08/19/2006**	**1 of 1**

Employee ID / Name		Advance ID	Reference	Business Purpose	Source	Dept	Account		Project ID	Product	Amount	
KU0042	Schumacher,Kenneth	0000000017		General Travel and Expense	CHK	41000	120500	EmpAdvance			800.00	USD
		0000000016		Team Building Session	CHK	41000	120500	EmpAdvance			300.00	USD
		0000000015		Off-site Meeting	CHK	41000	120500	EmpAdvance			25.00	USD
		0000000014		Regional Meeting	CHK	41000	120500	EmpAdvance			75.00	USD
		0000000013		General Travel and Expense	CHK	41000	120500	EmpAdvance			125.00	USD
		0000000012		General Travel and Expense	CHK	41000	120500	EmpAdvance			100.00	USD
		0000000011		Customer Visit	CHK	41000	120500	EmpAdvance			300.00	USD
		0000000010		Regional Meeting	CHK	41000	120500	EmpAdvance			250.00	USD
		0000000009		Customer Visit	TCHK	41000	120500	EmpAdvance			200.00	USD
		0000000006		Off-site Meeting	CHK	41000	120500	EmpAdvance			300.00	USD
		0000000005		User Conference	CHK	41000	120500	EmpAdvance			1,000.00	USD
		0000000004		Trade Show	CHK	41000	120500	EmpAdvance			750.00	USD
		0000000003		Customer Visit	TCHK	41000	120500	EmpAdvance			500.00	USD

120500	*EmpAdvance*	*4,725.00*	*USD*

Total Transactions	Total Cash Advances
13	4,725.00 USD

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Cash Advance Aging by Department

Department	Description	Business Unit	Report Print Date	Page Number
41000	**Engineering**	**US001**	**8/19/2006**	**1 of 1**

Employee ID / Name		Advance ID	Business Purpose	Payment Date	Advance Amount		Days Outstanding
KU0042	Schumacher,Kenneth	0000000009	Customer Visit	10/31/2003	200.00	USD	1,023

Employee ID / Name		Advance ID	Business Purpose	Payment Date	Advance Amount		Days Outstanding
KU0042	Schumacher,Kenneth	0000000003	Customer Visit	8/15/2000	500.00	USD	2,195

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Total Advances	Total Advance Amount	
2	**700.00**	**USD**

Cash Advance Aging by Business Unit

Business Unit	Description	Report Print Date	Page Number
US001	**US001 NEW YORK OPERATIONS**	**8/19/2006**	**1 of 1**

Employee ID / Name		Advance ID	Business Purpose	Department	Payment Dat	Advance Amount		Days Outstanding
KU0042	Schumacher,Kenneth	0000000009	Customer Visit	41000	10/31/2003	200.00	USD	1,023

Employee ID / Name		Advance ID	Business Purpose	Department	Payment Dat	Advance Amount		Days Outstanding
KU0042	Schumacher,Kenneth	0000000003	Customer Visit	41000	8/15/2000	500.00	USD	2,195

- End of Report -

Total Advances	Total Advance Amount	
2	**700.00**	**USD**

Time Report 0000000112 Version Original

Employee ID / Name		Period Ending	Country	State
KU0057	**Luis,Jennifer**	**2/28/2005**		

Comments

Project Hours

Period Ending	Line Number	Business Unit	Project ID	Activity ID	Billing Action	Country	State	Total
2/28/2005	1	US004	DATA-WAREHOUS	000000000000003	Billable			**32.00**
	2	US004	DATA-WAREHOUS	000000000000002	Billable			**40.00**
Total								**72.00**

Policy Hours

Period Ending	Line Number	Description

I certify that the information provided above is an accurate record of time worked by me.

Employee Signature	Date

Approved By	Date

Approved By	Date

Total Hours:	**72.00**
Regular Hours:	**72.00**
Overtime Hours:	**0.00**

Travel Authorization

Employee ID / Name		Travel Authorization ID	Reference	Travel Dates From/To		Business Purpose
KU0042	**Schumacher,Kenneth**	**0000000015**		**11/3/2003** /	**11/7/2003**	**Technical Training**

	11/3/03	Total
AIRFARE	250.00	250.00
LODGING	280.00	280.00
Total	530.00	530.00

Expense Lines

Date	Expense Type	Location	Amount		Number of Days/Nights		Transaction Amount	
Description		**Additional Information**	**Merchant**					
11/3/2003	AIRFARE		250.00	USD	1.00	1.00	250.00	USD
Airfare to San Diego		Auto Distance: 0.00	AMERICAN					
11/3/2003	LODGING	SNDG San Diego, California	280.00	USD	5.00	4.00	70.00	USD
		Auto Distance: 0.00	HILTON					

I certify that the information provided above is an accurate record of expenses incurred by me.	
Employee Signature Date	
Approved By Date	
Approved By Date	

Total Requested:	**530.00**

Employee Phone	Department	Entered By	Creation Date	Print Date	Page Number
888/555-1212	**41000**	**SAMPLE**	**10/30/2003**	**8/19/2006**	**1 of 1**

Vendor Payments	Report Print Date **8/19/2006**	Page Number **1 of 1**

Vendor ID

Vendor Name

USA0000030

American Express (Credit Credit #3)

Employee ID	Name	Corporate Card #	Payment Date	Payment Amount	Currency Payment
KU0119	Martin,Jean-Patrick				
		************6548	10/30/2003	**1,880.00**	**EUR**
	Total for	**American Express (Credit Credit #3)**		**1,880.00**	**EUR**

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EX_AVEM_XRPT

Employee Average Expenses
PeopleSoft Expenses

Page: 1 of 1
Run Date: 7/29/2009

Report Parameters			
GL Business Unit		From Date	06/29/2005
Department		Through Date	07/29/2009
Employee			

GL Business Unit: EGV05   EDUC & GVT - BU 5
Currency: USD   US Dollar

Employee ID	Employee Name	Department	Total Number of Expense Report Lines	Monetary Amount	Average Monetary Amount
KU0042	Schumacher,Kenneth	41000	2	200.00	100.00

GL Business Unit: US001   US001 NEW YORK OPERATIONS
Currency: USD   US Dollar

Employee ID	Employee Name	Department	Total Number of Expense Report Lines	Monetary Amount	Average Monetary Amount
KU9106	Ann,Mary	41000	1	100.00	100.00
KU9107	Ash,Jude	41000	1	33.23	33.23
KU9102	Collins,Mike	41000	1	50.00	50.00
KU9105	Elliot,Ken	41000	12	1238.55	103.21
KU9101	Lee,Susan	41000	8	338.00	42.25
KU0042	Schumacher,Kenneth	41000	1	40.00	40.00

GL Business Unit: US005   US005 FLORIDA OPERATIONS
Currency: USD   US Dollar

Employee ID	Employee Name	Department	Total Number of Expense Report Lines	Monetary Amount	Average Monetary Amount
KU9104	Parker,Sarah	41000	10	2863.93	286.39
KU9103	Turner,Ed	41000	12	1836.70	153.06

ORACLE

EX_BUDG_XRPT

Standard Budgets vs. Expense Sheet
PeopleSoft Expenses

Page: 1 of 1
Run Date: 8/10/2009

Report Parameters				
GL Business Unit	US006	US006 OREGON OPERATIONS	**From Date**	07/11/2000
Department	41000	Engineering	**Through Date**	08/10/2009
Account	650031	Gasoline Charges		

Business Unit GL: US006   US006 OREGON OPERATIONS
Currency Code: USD   US Dollar
Department: 41000   Engineering
Account: 650031   Gasoline Charges

Total Pending Expense Sheet	Total Approved Expense Sheet	Total Budget	Total Expense Sheet	Budget - Expense Sheet Variance
100.00	10000.00	35000.00	10100.00	24900.00

ORACLE

EX_CCRD_XRPT

Credit Card versus Other Spending
PeopleSoft Expenses

Page: 1 of 3
Run Date: 7/29/2009

Report Parameters			
GL Business Unit		**From Date**	06/29/2000
Department		**Through Date**	07/29/2009

GL Business Unit: BLG01   BELGIUM OPERATIONS
Currency Code: BEF   Belgian Franc

Employee ID	Employee Name	Total Number of Expense Report Lines	Total Monetary Amount	Total Credit Card Amount	Total Other Amount	% of Credit Card Usage
IXHEEE161	Smith,Cheri	2	1659.00	0.00	1659.00	0

GL Business Unit: CAN01   CANADA OPERATIONS
Currency Code: CAD   Canadian Dollar

Employee ID	Employee Name	Total Number of Expense Report Lines	Total Monetary Amount	Total Credit Card Amount	Total Other Amount	% of Credit Card Usage
KU0079	Ball,Nancy	1	155.00	0.00	155.00	0

GL Business Unit: DEU01   GERMANY OPERATIONS
Currency Code: DEM   Deutsche Mark

Employee ID	Employee Name	Total Number of Expense Report Lines	Total Monetary Amount	Total Credit Card Amount	Total Other Amount	% of Credit Card Usage
IXHEEE168	Deindorfer,James	3	4181.00	0.00	4181.00	0

GL Business Unit: EGV05   EDUC & GVT - BU 5
Currency Code: USD   US Dollar

Employee ID	Employee Name	Total Number of Expense Report Lines	Total Monetary Amount	Total Credit Card Amount	Total Other Amount	% of Credit Card Usage
KU0042	Schumacher,Kenneth	2	200.00	0.00	200.00	0

GL Business Unit: FRAE1   FRANCE - EURO BASE CURRENCY
Currency Code: EUR   euro

Employee ID	Employee Name	Total Number	Total Monetary	Total Credit	Total Other	% of Credit

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EX_CCRD_XRPT

Credit Card versus Other Spending
PeopleSoft Expenses

Page: 2 of 3
Run Date: 7/29/2009

Employee ID	Employee Name	of Expense Report Lines	Amount	Card Amount	Amount	Card Usage
KU0119	Martin,Jean-Patrick	14	3136.70	1880.00	1256.70	60

GL Business Unit: GBR01   BRITAIN OPERATIONS
Currency Code: GBP   Pound Sterling

Employee ID	Employee Name	Total Number of Expense Report Lines	Total Monetary Amount	Total Credit Card Amount	Total Other Amount	% of Credit Card Usage
IXHEEE172	Dobbs,Susan	1	355.60	0.00	355.60	0

GL Business Unit: JPN01   JAPAN OPERATIONS
Currency Code: JPY   Yen

Employee ID	Employee Name	Total Number of Expense Report Lines	Total Monetary Amount	Total Credit Card Amount	Total Other Amount	% of Credit Card Usage
IXHEEE174	Schofield,Barbara	2	16235.00	0.00	16235.00	0

GL Business Unit: NLD01   NETHERLANDS OPERATIONS
Currency Code: NLG   Netherlands Guilder

Employee ID	Employee Name	Total Number of Expense Report Lines	Total Monetary Amount	Total Credit Card Amount	Total Other Amount	% of Credit Card Usage
IXHEEE178	Ng,Frances	1	1507.00	0.00	1507.00	0

GL Business Unit: US001   US001 NEW YORK OPERATIONS
Currency Code: USD   US Dollar

Employee ID	Employee Name	Total Number of Expense Report Lines	Total Monetary Amount	Total Credit Card Amount	Total Other Amount	% of Credit Card Usage
KU0042	Schumacher,Kenneth	16	11045.31	200.00	10845.31	2
KU0080	Emmerson,Nancy	4	546.00	0.00	546.00	0
KU9101	Lee,Susan	8	338.00	217.00	121.00	64
KU9102	Collins,Mike	1	50.00	50.00	0.00	100
KU9105	Elliot,Ken	12	1238.55	1106.00	132.55	89

ORACLE

EX_CCRD_XRPT

Credit Card versus Other Spending
PeopleSoft Expenses

Page: 3 of 3
Run Date: 7/29/2009

Employee ID	Employee Name	Total Number of Expense Report Lines	Total Monetary Amount	Total Credit Card Amount	Total Other Amount	% of Credit Card Usage
KU9106	Ann,Mary	1	100.00	0.00	100.00	0
KU9107	Ash,Jude	1	33.23	0.00	33.23	0

GL Business Unit: US004   US004 ILLINOIS OPERATIONS
Currency Code: USD   US Dollar

Employee ID	Employee Name	Total Number of Expense Report Lines	Total Monetary Amount	Total Credit Card Amount	Total Other Amount	% of Credit Card Usage
KU0056	Ng,Edward	1	1235.00	0.00	1235.00	0
KU0057	Luis,Jennifer	8	5332.00	0.00	5332.00	0

GL Business Unit: US005   US005 FLORIDA OPERATIONS
Currency Code: USD   US Dollar

Employee ID	Employee Name	Total Number of Expense Report Lines	Total Monetary Amount	Total Credit Card Amount	Total Other Amount	% of Credit Card Usage
KU9103	Turner,Ed	12	1836.70	1806.46	30.24	98
KU9104	Parker,Sarah	10	2863.93	2712.00	151.93	95

GL Business Unit: US006   US006 OREGON OPERATIONS
Currency Code: USD   US Dollar

Employee ID	Employee Name	Total Number of Expense Report Lines	Total Monetary Amount	Total Credit Card Amount	Total Other Amount	% of Credit Card Usage
KU0010	Vincent,Sonya	4	1600.00	0.00	1600.00	0

ORACLE

EX_ESPD_XRPT

Employee Top Spenders

PeopleSoft Expenses

Page: 1 of 3

Run Date: 7/30/2009

Report Parameters			
GL Business Unit		From Date	06/30/2000
Department		Through Date	07/30/2009

GL Business Unit: BLG01 BELGIUM OPERATIONS
Currency Code: BEF Belgian Franc

Employee ID	Employee	Department	Total Number of Expense Lines	Total Monetary Amount
IXHEEE161	Smith,Cheri	41000	2	1659.00

GL Business Unit: CAN01 CANADA OPERATIONS
Currency Code: CAD Canadian Dollar

Employee ID	Employee	Department	Total Number of Expense Lines	Total Monetary Amount
KU0079	Ball,Nancy	41000	1	155.00

GL Business Unit: DEU01 GERMANY OPERATIONS
Currency Code: DEM Deutsche Mark

Employee ID	Employee	Department	Total Number of Expense Lines	Total Monetary Amount
IXHEEE168	Deindorfer,James	41000	3	4181.00

GL Business Unit: EGV05 EDUC & GVT - BU 5
Currency Code: USD US Dollar

Employee ID	Employee	Department	Total Number of Expense Lines	Total Monetary Amount
KU0042	Schumacher,Kenneth	41000	2	200.00

GL Business Unit: FRAE1 FRANCE - EURO BASE CURRENCY
Currency Code: EUR euro

Employee ID	Employee	Department	Total Number of Expense Lines	Total Monetary Amount
KU0119	Martin,Jean-Patrick	15000	14	3136.70

GL Business Unit: GBR01 BRITAIN OPERATIONS

ORACLE

EX_ESPD_XRPT

Employee Top Spenders

PeopleSoft Expenses

Page: 2 of 3

Run Date: 7/30/2009

Currency Code: GBP Pound Sterling

Employee ID	Employee	Department	Total Number of Expense Lines	Total Monetary Amount
IXHEEE172	Dobbs,Susan	41000	1	355.60

GL Business Unit: JPN01 JAPAN OPERATIONS
Currency Code: JPY Yen

Employee ID	Employee	Department	Total Number of Expense Lines	Total Monetary Amount
IXHEEE174	Schofield,Barbara	41000	2	16235.00

GL Business Unit: NLD01 NETHERLANDS OPERATIONS
Currency Code: NLG Netherlands Guilder

Employee ID	Employee	Department	Total Number of Expense Lines	Total Monetary Amount
IXHEEE178	Ng,Frances	41000	1	1507.00

GL Business Unit: US001 US001 NEW YORK OPERATIONS
Currency Code: USD US Dollar

Employee ID	Employee	Department	Total Number of Expense Lines	Total Monetary Amount
KU0042	Schumacher,Kenneth	41000	16	11045.31
KU9105	Elliot,Ken	41000	12	1238.55
KU0080	Emmerson,Nancy	41000	4	546.00
KU9101	Lee,Susan	41000	8	338.00
KU9106	Ann,Mary	41000	1	100.00
KU9102	Collins,Mike	41000	1	50.00
KU9107	Ash,Jude	41000	1	33.23

GL Business Unit: US004 US004 ILLINOIS OPERATIONS
Currency Code: USD US Dollar

Employee ID	Employee	Department	Total Number of Expense Lines	Total Monetary Amount
KU0057	Luis,Jennifer	11000	8	5332.00
KU0056	Ng,Edward	22000	1	1235.00

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EX_ESPD_XRPT

Employee Top Spenders
PeopleSoft Expenses

Page: 3 of 3
Run Date: 7/30/2009

GL Business Unit: US005   US005 FLORIDA OPERATIONS
Currency Code: USD   US Dollar

Employee ID	Employee	Department	Total Number of Expense Lines	Total Monetary Amount
KU9104	Parker,Sarah	41000	10	2863.93
KU9103	Turner,Ed	41000	12	1836.70

GL Business Unit: US006   US006 OREGON OPERATIONS
Currency Code: USD   US Dollar

Employee ID	Employee	Department	Total Number of Expense Lines	Total Monetary Amount
KU0010	Vincent,Sonya	41000	4	1600.00

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EX_ETRD_XRPT

Employee Trends

PeopleSoft Expenses

Page: 1 of 1

Run Date: 7/29/2009

Report Parameters			
GL Business Unit		Current From Date	04/30/2009
Department		Current Through Date	07/29/2009
Employee		Previous From Date	04/30/2008
		Previous Through Date	07/29/2008

GL Business Unit: US001   US001 NEW YORK OPERATIONS
Currency Code: USD   US Dollar

Employee ID	Employee Name	Department	Current # of Expense Lines	Previous # of Expense Lines	Current Monetary Amt	Previous Monetary Amt	% of Change Over Period
KU0042	Schumacher,Kenneth	41000	1	0	40.00	0.00	0

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EX_EVLT_XRPT

Employee Violation Amounts

PeopleSoft Expenses

Page: 1 of 1

Run Date: 7/30/2009

Report Parameters			
GL Business Unit		From Date	06/30/2000
Department		Through Date	07/30/2009

GL Business Unit: US001 US001 NEW YORK OPERATIONS
Transaction Currency: USD US Dollar

Employee ID	Employee	Department	Total Number of Expense Lines	Total Transaction Amount	Total Violation Amount	% of Expenses in Violation
KU9101	Lee,Susan	41000	4	132.00	50.82	63
KU0042	Schumacher,Kenneth	41000	1	72.00	26.50	58
KU9105	Elliot,Ken	41000	4	100.00	18.82	23
KU9107	Ash,Jude	41000	1	33.23	13.59	69

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EX_MRCH_XRPT

Total Merchant Costs

PeopleSoft Expenses

Page: 1 of 2

Run Date: 7/29/2009

Report Parameters			
GL Business Unit		**From Date**	06/29/2000
Expense Type		**Through Date**	07/29/2009
Department			

Expense Type: AIRFARE   Air Travel
Currency: EUR   euro

Merchant	Total Number of Expense Report Lines	Monetary Amount
AMERICAN	1	500.00

Expense Type: LODGING   Hotel/Lodging
Currency: EUR   euro

Merchant	Total Number of Expense Report Lines	Monetary Amount
MARIOTT	1	620.00
HILTON	1	380.00

Expense Type: AIRFARE   Air Travel
Currency: USD   US Dollar

Merchant	Total Number of Expense Report Lines	Monetary Amount
AMERICAN	12	6233.00
UNITED	5	3812.56

Currency: DEM   Deutsche Mark

Merchant	Total Number of Expense Report Lines	Monetary Amount
UNITED	1	2300.00

Expense Type: AUTO   Automobile Rental
Currency: DEM   Deutsche Mark

ORACLE
EX_MRCH_XRPT

Total Merchant Costs

PeopleSoft Expenses

Page: 2 of 2

Run Date: 7/29/2009

Merchant	Total Number of Expense Report Lines	Monetary Amount
HERTZ	1	1556.00

Currency: USD   US Dollar

Merchant	Total Number of Expense Report Lines	Monetary Amount
HERTZ	5	455.20

Expense Type: LODGING   Hotel/Lodging
Currency: USD   US Dollar

Merchant	Total Number of Expense Report Lines	Monetary Amount
HILTON	4	1052.02
MARIOTT	2	607.73