PeopleSoft

PeopleSoft Expenses 8.8 Reports

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PeopleSoft Expenses 8.8 Reports
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About This PeopleBook

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- Related documentation.

- Comments and suggestions.

Related Documentation

This section discusses how to:

- Obtain documentation updates.

- Order printed documentation.

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Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

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Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

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 Global Options and Reports 8.8 PeopleBook.*

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
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, 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, Employee Information, Employee Data by Unit Report	RUN_EXC2501
EXC2510 Business Purposes	Lists Business Purposes defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Business Purpose	RUN_EXC2510
EXC2515 Earnings Code	Lists the Earnings Codes defined in 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 Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Type Group	RUN_EXC2521

Report ID and Report Name	Description	Navigation	Run Control Page
EXC2522 Expense Types	Lists Expense Types defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Type	RUN_EXC2522
EXC2523 Expense Billing Code	Lists Expense Billing Codes defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Billing Code	RUN_EXC2523
EXC2525 Preferred Merchants	Lists Preferred Merchants defined in 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 Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Location Amount	RUN_EXC2529
EXC2530 Expense Locations	Lists Expense Locations defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Location	RUN_EXC2530
EXC2531 Expense Location Groups	Lists Expense Location Groups defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Location Group	RUN_EXC2531
EXC2540 Reimbursement Actions	Lists Reimbursement Actions defined in 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 Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Corporate Card Vendor	RUN_EXC2551
EXC2561 Payment Type	Lists Payment Types defined in 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 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 Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Varied Distance Rates	RUN_EXC2571

Report ID and Report Name	Description	Navigation	Run Control Page
EXC2581 Cash Advance Source	Lists Cash Advance Sources defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Cash Advance Source	RUN_EXC2581
EXC2596 Templates	Lists Templates defined in Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Template	RUN_EXC2596
EXC2597 Wizard Types	Lists Wizard Types defined in 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, Audit, Print Reports, GL Balancing Report	RUN_EXC3500
EXC4500 Expense Report	Prints a standard expense report.	Travel and Expenses, Central Entry, Expense Report, Print Report	RUN_EXC4500
EXC4600 Expense Transactions by Department	Lists all expense transactions billed to a specific department.	Set Up Travel and Expenses, Audit, 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, Audit, Print Reports, Expense Transactions By Unit	RUN_EXC4601
EXC5500 Cash Advance	Prints a standard cash advance request.	Travel and Expenses, Central Entry, Cash Advance, Print Cash Advances	RUN_EXC5500
EXC5600 Cash Advances by Department	Lists all cash advances billed to a specific department.	Travel and Expenses, Audit, Print Reports, Cash Advances by Department	RUN_EXC5600
EXC5601 Cash Advances by Business Unit	Lists all cash advances billed to a specific business unit.	Travel and Expenses, Audit, Print Reports, Cash Advances by 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, Audit, 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, Audit, Print Reports, Cash Advance Aging by Unit	RUN_EXC5701
EXC7500 Time Report	Lists project hours and project descriptions	Travel and Expenses, Central Entry, Time Report, Print Report	RUN_EXC7500
EXC8500 Travel Authorization	Lists travel authorizations that are in the expense system.	Travel and Expenses, Central Entry, Travel Authorization, Print Travel Authorization	RUN_EXC8500
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	HTML page

CHAPTER 2

Report Samples

This chapter provides report samples.

For the online samples of these reports, see the PDF files that are published on CD-ROM with your online documentation.

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
BLG01	BELGIUM OPERATIONS	STANDARD		BLG01	Belgium - Antwerpen	BEF	Y	0.00	BEF	0.00	BEF
BLGE1	BELGIUM - EURO BASE CURRENCY	STANDARD		BLG01	Belgium - Antwerpen	EUR	Y	0.00	EUR	0.00	EUR
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
DEU01	GERMANY OPERATIONS	STANDARD		DEU01	Germany - Hamburg	DEM	Y	0.00	DEM	0.00	DEM
DEUE1	GERMANY - EURO BASE CURRENCY	STANDARD		DEU01	Germany - Hamburg	EUR	Y	0.00	EUR	0.00	EUR
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
FRA01	FRANCE OPERATIONS	STANDARD		FRA01	France - Paris	FRF	Y	0.00	FRF	10,000.00	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
FRAE1	FRANCE - EURO BASE CURRENCY	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
ITL01	ITALIAN OPERATIONS	STANDARD		ITL01	Italy - Napoli	ITL	Y	0.00	ITL	0.00	ITL
ITLE1	ITALY - EURO BASE CURRENCY	STANDARD		ITL01	Italy - Napoli	EUR	Y	0.00	EUR	0.00	EUR
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
NLD01	NETHERLANDS OPERATIONS	STANDARD		NLD01	Netherlands - Bellingwedde	NLG	Y	0.00	NLG	0.00	NLG
NLDB1	NLD - balanced by Fund / OperU	STANDARD		NLD01	Netherlands - Bellingwedde	NLG	Y	0.00	NLG	0.00	NLG

Department	Description	Report Print Date	Page Number
22000	**Sales and Services**	**11/5/2003**	**1 of 1**

Employee ID / Name		Telephone	Status	Valid	Business Unit		Advance Level	Max Advance Amount	
IXHEEE120	Crawford,William		Active	Y	US001	US001 NEW YORK OPERATIONS	None	0.00	USD
KU0022	Turner,Cornelia		Active	Y	US001	US001 NEW YORK OPERATIONS	Business Unit	10,000.00	USD
KU0037	Miller,Samuel		Active	Y	US001	US001 NEW YORK OPERATIONS	Business Unit	10,000.00	USD
SP109	Land,Ryan		Active	Y	US001	US001 NEW YORK OPERATIONS	None	0.00	USD

- End of Report -

Total Employees
4

Employee Data by Business Unit

PeopleSoft Expenses 8.9 - EXC2501

BusinessUnit	Description	Report Print Date	Page Number
US003	**US003 CALIFORNIA OPERATIONS**	**11/5/2003**	**1 of 1**

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

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Total Employees
21

Business Purposes

PeopleSoft Expenses 8.9 - EXC2510

Set ID	Description	Report Print Date	Page Number
SHARE	**CORPORATE SETID**	**11/5/2003**	**1 of 1**

Business Purpose	Description	Short Description
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

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Total Business Purposes
13

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

- End of Report -

Total Earnings Codes
5

Expense Type Groups

PeopleSoft Expenses 8.9 - EXC2521

Set ID	Description	Report Print Date	Page Number
SHARE	**CORPORATE SETID**	**11/5/2003**	**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	Mean of transportation	Transport	Billable	120020			
TRANS	Mean of transportation	Transport	Internal	650030			
TRANS	Mean 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**	**11/5/2003**	**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 Billing Code

PeopleSoft Expenses8.9 - EXC2523

Set ID	Description	Report Print Date	Page Number
SHARE	CORPORATE SETID	**11/5/2003**	**1 of 1**

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

Totall Billing Codes
3

- End of Report -

Preferred Merchants

PeopleSoft Expenses 8.9 - EXC2525

Set ID	Description	Report Print Date	Page Number
SHARE	**CORPORATE SETID**	**11/5/2003**	**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
M1	M1	M1
M2	M2	M2
M3	M3	M3
M4	M4	M4
M5	M5	M5
MARIOTT	Marriott	Marriott
MARRIOTT	Marriott	Marriott
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   PeopleSoft Expenses 8.9 - EXC2529

Set ID	Description	Report Print Date	Page Number
SHARE	**CORPORATE SETID**	**11/5/2003**	**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
		POSTAGE	Postage	5.00	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

Locations

PeopleSoft Expenses 8.9- EXC2530

Set ID	Description	Report Print Date	Page Number
SHARE	**CORPORATE SETID**	**11/5/2003**	**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 Groups

PeopleSoft Expenses 8.9- EXC2531

Set ID	Description	Report Print Date	Page Number
SHARE	**CORPORATE SETID**	**11/5/2003**	**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

- End of Report -

Total Location Groups
15

Reimbursement Actions

PeopleSoft Expenses 8.9- EXC2540

Set ID	Description	Report Print Date	Page Number
SHARE	**CORPORATE SETID**	**11/5/2003**	**1 of 1**

Reimbursement Action	Description	Short Description
OUTPY	Out of Policy	Policy

- End of Report -

Total Actions
1

Business Unit	Description		Report Print Date	Page Number
FRA01	**FRANCE OPERATIONS**		**11/5/2003**	**1 of 1**

Employee ID / Name		Account	Expiration Date	Vendor ID	Vendor Name	Limit Amount	
KU0012	Buhler,Michael	378318516111002	01/01/2005	USA0000030	AMEX - 3-001	10,000.00	FRF
KU0012	Buhler,Michael	378718512192007	01/01/2004	USA0000030	AMEX - 3-001	2,000.00	FRF
KU0012	Buhler,Michael	313411112222012	01/01/2005	USA0000028	VISA - 1-001	10,000.00	FRF
KU0099	Francois,Isabelle	313411112222099	01/01/2005	USA0000030	AMEX - 3-001	80,000.00	FRF

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Total Credit Card Accounts
4

Credit Card Vendor

PeopleSoft Expenses 8.9 - EXC2551

Set ID	Description	Report Print Date	Page Number
SHARE	CORPORATE SETID	**11/5/2003**	**1 of 1**

CC Vendor	Description	Vendor ID	Vendor Description	Account Number
AMEX	American Express	USA0000030	American Express (Credit Credit #3)	
VISA	VISA	USA0000028	VISA (Credit Card #1)	00000000000000000882
MC	MasterCard	USA0000032	Master Card	
DISC	Discover	USA0000033	Discover Card	
AMX-D	AMEX DEBIT	USA0000030	American Express (Credit Credit #3)	
AMX-C	AMEX CREDIT	USA0000030	American Express (Credit Credit #3)	

- End of Report -

Total Sources
6

Set ID	Description	Report Print Date	Page Number
SHARE	**CORPORATE SETID**	**11/5/2003**	**1 of 1**

Payment Type	Description	Payment Type Edit	Vendor ID	Name	Vendor Location
CSH	Cash	EMP			
CHK	Check	EMP			
PPA	Prepaid Air	PPA			
PPD	Prepaid Expenditures	PPD			
PPH	Prepaid Hotel	PPH			
AMX	American Express	VND	USA0000030	American Express (Credit Credit #3)	1
VIS	Visa	VND	USA0000028	VISA (Credit Card #1)	1

- End of Report -

Total Methods
7

Auto Mileage Standard Distance Rates

PeopleSoft Expenses 8.9- EXC2570

Set ID	Description	Report Print Date	Page Number
SHARE	**CORPORATE SETID**	**11/5/2003**	**1 of 1**

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

- End of Report -

Total Rate Types
2

Auto Mileage Varied Distance Rates

PeopleSoft Expenses 8.9- EXC2570

Set ID	Description	Country	Report Print Date	Page Number
FRA01	FRANCE OPERATIONS	FRA	**11/5/2003**	**1 of 2**

Transportation Type	From Distance	Through Distance	Distance Rate	Currency	Rate Adjustment Factor
TYP0	0	5,000	0.3329	EUR	0.0000
TYP0	5,001	20,000	0.2220	EUR	800.0000
TYP0	20,001	99,999	0.2670	EUR	0.0000
TYP1	0	5,000	0.4013	EUR	0.0000
TYP1	5,001	20,000	0.3030	EUR	1,000.0000
TYP1	20,001	99,999	0.2770	EUR	0.0000
TYP2	0	5,000	0.4705	EUR	0.0000
TYP2	5,001	20,000	0.3130	EUR	1,050.0000
TYP2	20,001	99,999	0.2880	EUR	0.0000
TYP3	0	5,000	0.5451	EUR	0.0000
TYP3	5,001	20,000	0.3250	EUR	1,100.0000
TYP3	20,001	99,999	0.2990	EUR	0.0000
TYP4	0	5,000	0.6145	EUR	0.0000
TYP4	5,001	20,000	0.3350	EUR	1,150.0000
TYP4	20,001	99,999	0.3050	EUR	0.0000
TYP5	0	5,000	0.6812	EUR	0.0000
TYP5	5,001	20,000	0.3450	EUR	1,200.0000
TYP5	20,001	99,999	0.3110	EUR	0.0000
TYP6	0	5,000	0.7502	EUR	0.0000
TYP6	5,001	20,000	0.3560	EUR	1,250.0000
TYP6	20,001	99,999	0.3220	EUR	0.0000
TYP7	0	5,000	0.8212	EUR	0.0000
TYP7	5,001	20,000	0.3670	EUR	1,300.0000
TYP7	20,001	99,999	0.3330	EUR	0.0000
TYP8	0	5,000	0.9195	EUR	0.0000
TYP8	5,001	20,000	0.3780	EUR	1,350.0000
TYP8	20,001	99,999	0.3450	EUR	0.0000
TYP9	0	5,000	0.9845	EUR	0.0000

Cash Advance Source

PeopleSoft Expenses 8.9 - EXC2581

Set ID	Description	Report Print Date	Page Number
SHARE	**CORPORATE SETID**	**11/5/2003**	**1 of 1**

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

- End of Report -

Total Sources
3

Templates

PeopleSoft Expenses 8.9 - EXC2596

Set ID	Description	Report Print Date	Page Number
SHARE	CORPORATE SETID	**11/5/2003**	**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	Expense Types
LDY	LAUNDRY
PHN	PHONE
PRK	PARKING
RC	LODGING
RS1	BRKFAST
RS2	LUNCH
RS3	DINNER
RT	TAX

Total Sources
8

- End of Report -

Business Unit	Description	From Date	Through Date	Report Print Date	Page Number
US001	**US001 NEW YORK OPERATIONS**	**1/1/2003**	**12/31/2003**	**11/5/2003**	**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				
0000000005	Advance	EXPAYMENT	0	Expenses Accrual	11/5/2003				KU0042	Schumacher,Kenneth	1,000.00	USD
							0000000005	*Advance*			*1,000.00*	*USD*
0000000006	Advance	EXPAYMENT	0	Expenses Accrual	11/5/2003				KU0042	Schumacher,Kenneth	300.00	USD
							0000000006	*Advance*			*300.00*	*USD*
0000000011	Advance	EXACCRUAL	0	Expenses Accrual	11/5/2003				KU0006	Scott,William	-500.00	USD
		EXPAYMENT	0		11/5/2003					Scott,William	500.00	USD
							0000000011	*Advance*			*0.00*	*USD*
0000000012	Advance	EXACCRUAL	0	Expenses Accrual	11/5/2003				KU0006	Scott,William	-200.00	USD
		EXPAYMENT	0		11/5/2003					Scott,William	200.00	USD
							0000000012	*Advance*			*0.00*	*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	-30.00	USD
		EXACCRUAL	0		7/1/2003			07/01/2003		Emmerson,Nancy	-50.00	USD
							0000000056	*Exp Report*			*-90.00*	*USD*

- End of Report -

Total Transactions	Business Unit Total
9	**1,210.00 USD**
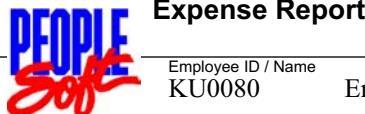
Expense Report

Employee ID / Name		Sheet ID
KU0080	Emmerson,Nancy	0000000056
Reference		**Business Purpose**
		General Travel and Expense

0000000056

* 0 0 0 0 0 0 0 0 5 6 *

Expense Lines

Date	Expense Type		Personal	No Receipt	Expenditure Method		Transaction Amount		Exchange Rate	Amount	
Description			Additional Information		*Merchant*				Location		
7/1/2003	**BRKFAST**	**Breakfast**			CSH	Cash	10.00	USD	1.00 /1.00	**10.00**	**USD**
General Expenses									ALEX Alexandria, VA		
7/1/2003	**DINNER**	**Dinner**			CSH	Cash	30.00	USD	1.00 /1.00	**30.00**	**USD**
General Expenses									ALEX Alexandria, VA		
7/1/2003	**ENTERO**	**Entertainment - Other**			CSH	Cash	50.00	USD	1.00 /1.00	**50.00**	**USD**
General Expenses									ALEX Alexandria, VA		

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 Expenses:	**90.00**	**USD**
Less Personal Expenses:	**0.00**	
Less Prepaid Expenses:	**0.00**	
Less Company Paid Expenses:	**0.00**	
Less Cash Advance:		
Amount Due Employee:	**90.00**	

Expense Transactions by Department

PeopleSoft Expenses 8.9- EXC4600

Department	Description	GL Business Unit	From Date	Through Date	Report Print Date	Page Number
42000	**Manufacturing Support**	**US003**	**1/1/2003**	**12/31/2003**	**11/5/2003**	**1 of 1**

Employee ID / Name		Sheet ID	Reference	Business Purpose	Account		Alt.Account	Project ID	Amount	
KU0050	Hill,Nicola	0000000099		Customer Visit	650000	Hotel			420.00	USD
					650000	**Hotel**			**420.00**	**USD**
KU0050	Hill,Nicola	0000000099		Customer Visit	650025	Auto Rent			150.00	USD
					650025	**Auto Rent**			**150.00**	**USD**
KU0008	Bronte,Jeanette	0000000096		Team Building Session	650055	Meals			80.00	USD
					650055	**Meals**			**80.00**	**USD**
KU0008	Bronte,Jeanette	0000000096		Team Building Session	650125	Training			750.00	USD
					650125	**Training**			**750.00**	**USD**

- End of Report -

Total Transactions	Total Expenses
4	**1,400.00 USD**

Expense Transactions by Business Unit

GL Business Unit	Description	From Date	Through Date	Report Print Date	Page Number
US003	**US003 CALIFORNIA OPERATIONS**	**1/1/2003**	**12/31/2003**	**11/5/2003**	**1 of 1**

Employee ID / Name		Sheet ID	Reference	Business Purpose	Department	Account		Alt. Account	Project ID	Amount
KU0050	Hill,Nicola	0000000099		Customer Visit	42000	650000	Hotel			420.00USD
									650000 *Hotel*	*420.00* *USD*
KU0023	Lotta,Lucie	0000000097		Technical Training	11000	650025	Auto Rent			80.00USD
KU0050	Hill,Nicola	0000000099		Customer Visit	42000					150.00USD
									650025 *Auto Rent*	*230.00* *USD*
KU0023	Lotta,Lucie	0000000098		User Conference	11000	650040	EntrMeals			40.00USD
									650040 *EntrMeals*	*40.00* *USD*
KU0008	Bronte,Jeanette	0000000096		Team Building Session	42000	650055	Meals			80.00USD
									650055 *Meals*	*80.00* *USD*
KU0023	Lotta,Lucie	0000000098		User Conference	11000	650080	Meeting			800.00USD
		0000000097		Technical Training						1,000.00USD
									650080 *Meeting*	*1,800.00* *USD*
KU0008	Bronte,Jeanette	0000000096		Team Building Session	42000	650125	Training			750.00USD
									650125 *Training*	*750.00* *USD*

	Total Transactions	Total Expenses
- End of Report -	**8**	**3,320.00 USD**

Cash Advance

Employee ID / Name	Advance ID	Reference ID	Business Purpose
KU0042 Schumacher,Kenneth	**0000000027**		**Customer Visit**

Comments

Advance Lines

Advance Source		Generate Payment	Description	Amount
ATM	ATM cash advances	☑		200.00 USD

Advance Lines

Advance Source		Generate Payment	Description	Amount
CHK	System Check	☑		500.00 USD

I certify that the advance requested above will be used for authorized business purposes only.
_____
Employee Signature   Date
_____
Approved By   Date

Total Cash Advance:	**700.00**	**USD**
Less Nonpayable Amount:	**0.00**	**USD**
Amount Due Employee:	**700.00**	**USD**

Department	Description		GL Business Unit	Report Print Date	Page Number
42000	**Manufacturing Support**		**US001**	**11/5/2003**	**1 of 1**

Employee ID / Name		Advance ID	Reference	Business Purpose	Source	Account		Project ID	Product	Amount	
KU0006	Scott,William	0000000012		Recruiting	ATM	120500	EmpAdvance			200.00	USD
		0000000011		Recruiting	CHK	120500	EmpAdvance			500.00	USD
						120500	*EmpAdvance*			*700.00*	*USD*

	Total Transactions	Total Cash Advances	
- End of Report -	**2**	**700.00**	**USD**

Cash Advances by Business Unit

PeopleSoft Expenses 8.0- EXC5601

Business Unit	Description	Report Print Date	Page Number
US001	**US001 NEW YORK OPERATIONS**	**11/05/2003**	**1 of 1**

Employee ID / Name	Advance ID	Reference	Business Purpose	Source	Dept	Account		Project ID	Product	Amount
KU0042 Schumacher,Kenneth	0000000010		Technical Training	TCHK	41000	120500	EmpAdvance			800.00 USD
	0000000009		Demonstrations	ATM	41000	120500	EmpAdvance			200.00 USD
				CHK	41000	120500	EmpAdvance			500.00 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*			*4,050.00 USD*

Employee ID / Name	Advance ID	Reference	Business Purpose	Source	Dept	Account		Project ID	Product	Amount
KU0006 Scott,William	0000000012		Recruiting	ATM	42000	120500	EmpAdvance			200.00 USD
	0000000011		Recruiting	CHK	42000	120500	EmpAdvance			500.00 USD
						120500	*EmpAdvance*			*700.00 USD*

- End of Report -

Total Transactions	Total Cash Advances
9	**4,750.00 USD**

Department	Description	Business Unit	Report Print Date	Page Number
42000	**Manufacturing Support**	**US001**	**11/5/2003**	**1 of 1**

Employee ID / Name	Advance ID	Business Purpose	Payment Date	Advance Amount		Days Outstanding
KU0006 Scott,William	0000000012	Recruiting	11/5/2003	200.00	USD	0
	0000000011	Recruiting	11/5/2003	500.00	USD	

- End of Report -

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

Cash Advance Aging by Business Unit

PeopleSoft Expenses 8.9- EXC5701

Business Unit	Description	Report Print Date	Page Number
US001	**US001 NEW YORK OPERATIONS**	**11/5/2003**	**1 of 1**

Employee ID / Name		Advance ID	Business Purpose	Department	Payment Date	Advance Amount		Days Outstanding
KU0042	Schumacher,Kenneth	0000000006	Off-site Meeting	41000	11/5/2003	300.00	USD	0
		0000000005	User Conference	41000	11/5/2003	1,000.00	USD	
KU0006	Scott,William	0000000012	Recruiting	42000	11/5/2003	200.00	USD	
		0000000011	Recruiting	42000	11/5/2003	500.00	USD	

Employee ID / Name		Advance ID	Business Purpose	Department	Payment Date	Advance Amount		Days Outstanding
KU0042	Schumacher,Kenneth	0000000003	Customer Visit	41000	8/15/2000	500.00	USD	1,177

Total Advances	Total Advance Amount	
5	**2,500.00**	**USD**

- End of Report -

Time Report   0000000021

Employee ID / Name		Period Ending	Country	State
KU0023	**Lotta,Lucie**	**5/30/2003**	**USA**	**CA**

Comments
Fit/Gap analysis for software implementation

Project Hours

Period Ending	Line Number	Business Unit	Project ID	Activity ID	Billing Action	Country	State	Total
5/30/03	1	US003 CALIFORNIA OPERATIONS	IMPLEMENT_EASY	INSTALL_CAPC	Billable	USA	CA	**40.00**
Total								**40.00**

Policy Hours

Period Ending	Line Number	Description

Travel Authorization

Employee ID / Name	Travel Authorization ID	Reference	Travel Dates From/To	Business Purpose
KU0042 Schumacher,Kenneth	**0000000035**		**12/1/2003 / 12/3/2003**	**Demonstrations**

	12/1/03	Total
AIRFARE	460.00	460.00
AUTO	75.50	75.50
LODGING	360.00	360.00
Total	895.50	895.50

Expense Lines

Date	Expense Type	Location	Amount	Number of Days/Night	Transaction Amount	
Description		**Additional Information**	**Merchant**			
12/1/2003	AIRFARE		460.00 USD	3.00 3.00	460.00	USD
SFO-NYC-SFO		Auto Distance: 0.00	AMERICAN			
12/1/2003	AUTO	NYMA NEW YORK - MANHATTAN, New Yo N	75.50 USD	1.00 1.00	75.50	USD
		Auto Distance: 0.00	HERTZ			
12/1/2003	LODGING	NYMA NEW YORK - MANHATTAN, New Yo N	360.00 USD	1.00 3.00	120.00	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:		**895.50**

Employee Phone	Department	Entered By	Creation Date	Print Date	Page Number
	41000	**VP1**	**11/5/2003**	**11/5/2003**	**1 of 1**

Please print expense report id clearly. Close all
open numbers such as 0, 4, 8 and 9.

PeopleSoft.

Expense Receipts

Name   Employee

Please attach receipts below: