

PeopleSoft®

PeopleSoft Enterprise Expenses 8.9 Reports

July 2005

PeopleSoft Enterprise Expenses 8.9 Reports
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About This PeopleBook Preface

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

This preface discusses:

- Related documentation.
- Comments and suggestions.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

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

PeopleSoft Customer Connection, <https://www.peoplesoft.com/corp/en/login.jsp>

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- Web
- Telephone
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Comments and Suggestions

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

Expenses Reports

This appendix lists all the reports provided with 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 Expenses are documented in *PeopleSoft Enterprise Global Options and Reports 8.9 PeopleBook*.

PeopleSoft Expenses Reports: A to Z

This table lists the Expenses reports, sorted alphanumerically by report ID. Use this table to find general information about any 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, 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 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. | <ul style="list-style-type: none"> • 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, 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. | Set Up 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 Transactions By Unit | RUN_EXC4601 |
| EXC5500 Cash Advance | Prints a standard cash advance request. | Travel and Expenses, Travel and Expense Center, Cash Advance, Print Cash Advances | 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 Department | 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 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 Unit | RUN_EXC5701 |
| EXC7500 Time Report | Lists project hours and project descriptions | Travel and Expenses, Travel and Expense Center, Time Report, Print Report | RUN_EXC7500 |

| Report ID and Report Name | Description | Navigation | Run Control Page |
|-------------------------------------|---|---|------------------|
| EXC8500 Travel Authorization | Lists travel authorizations that are in the expense system. | Travel and Expenses, Travel and Expense Center, Travel Authorization, Print Travel Authorization | RUN_EXC8500 |
| EXC9000 Vendor Payments | Summarizes all payments by vendor, payment bank account, payment date, and employee ID. | Travel and Expenses, Manage Accounting, Print Report, Vendor Payments | RUN_EXVNDRPMT |
| TE_ICRFORM Bar Code Receipt Form | Prints a form to attach receipts to if using receipt imaging. | <ul style="list-style-type: none"> • Employee Self-Service, Travel and Expenses, Print Bar Code Receipt Form • Employee Self-Service, Travel and Expense Center, Print Reports, 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 Units

| | | |
|--|---------------------------------------|------------------------------|
| | Report Print Date 11/5/2003 | Page Number 1 of 2 |
|--|---------------------------------------|------------------------------|

| 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 |



Employee Data by Department

| | | | |
|----------------------------|--|---------------------------------------|------------------------------|
| Department 22000 | Description Sales and Services | Report Print Date 11/5/2003 | Page Number 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

| | | | |
|------------------------------|---|---------------------------------------|------------------------------|
| BusinessUnit US003 | Description US003 CALIFORNIA OPERATIONS | Report Print Date 11/5/2003 | Page Number 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,Joanne | Active | Y | 22000 | Business Unit | 5,000.00 USD |

- End of Report -

| |
|------------------------------|
| Total Employees 21 |
|------------------------------|



Business Purposes

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

- End of Report -

| |
|--------------------------------------|
| Total Business Purposes 13 |
|--------------------------------------|



Earnings Code

| | | |
|--|---------------------------------------|------------------------------|
| | Report Print Date 11/5/2003 | Page Number 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 SHARE | Description CORPORATE SETID | Report Print Date 11/5/2003 | Page Number 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 | | | |

- End of Report -

| |
|--------------------------------|
| Total Type Groups 15 |
|--------------------------------|



Expense Types

| | | | |
|------------------------|---------------------------------------|---------------------------------------|------------------------------|
| Set ID SHARE | Description CORPORATE SETID | Report Print Date 11/5/2003 | Page Number 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 | | | |
| CURRENCY | NON | N | N | N | Y | | BIL | 120500 | | | |
| CURRENCY | NON | N | N | N | Y | | INT | 500500 | | | |
| CURRENCY | 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

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

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

- End of Report -

| |
|---------------------------------|
| Total Billing Codes 3 |
|---------------------------------|



Preferred Merchants

| | | | |
|------------------------|---------------------------------------|---------------------------------------|------------------------------|
| Set ID SHARE | Description CORPORATE SETID | Report Print Date 11/5/2003 | Page Number 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 | SOUTHWSTC |
| UNITED | United | United |
| UNITEDCC | UNITED AIR 0167873633356 | UNITED |
| WESTINCC1 | WESTIN HOTELS F/B | WESTINCC1 |
| WESTINCC2 | WESTIN HOTELS #156 | WESTINCC2 |
| WILLSONOMA | WILLIAM SONOMA #106 | WILLSONOMA |

- End of Report -

| |
|--|
| Total Preferred Merchants 31 |
|--|



Authorized Expense Amounts by Location

| | | | |
|------------------------|---------------------------------------|---------------------------------------|------------------------------|
| Set ID SHARE | Description CORPORATE SETID | Report Print Date 11/5/2003 | Page Number 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 |
| | | MIE | Meals and Incidental Expenses | 125.00 | 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

| | | | |
|------------------------|---------------------------------------|---------------------------------------|------------------------------|
| Set ID SHARE | Description CORPORATE SETID | Report Print Date 11/5/2003 | Page Number 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 | |
| ALBANY | ALBANY, New York | ALBANY | |
| ALEX | Alexandria, VA | Alexandria | |
| ALN | ALLENTOWN/BETHLEHEM, Pennsylv | 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

| | | | |
|------------------------|---------------------------------------|---------------------------------------|------------------------------|
| Set ID SHARE | Description CORPORATE SETID | Report Print Date 11/5/2003 | Page Number 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 Region | |
| 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

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

| Reimbursement Action | Description | Short Description |
|----------------------|---------------|-------------------|
| OUTPY | Out of Policy | Policy |

- End of Report -

| |
|---------------------------|
| Total Actions 1 |
|---------------------------|



Corporate Card Information

| | | | |
|-------------------------------|---|---------------------------------------|------------------------------|
| Business Unit FRA01 | Description FRANCE OPERATIONS | Report Print Date 11/5/2003 | Page Number 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 |

- End of Report -

| |
|--|
| Total Credit Card Accounts 4 |
|--|



Credit Card Vendor

| | | | |
|--------|-----------------|-------------------|-------------|
| 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 |



Payment Type

| | | | |
|------------------------|---------------------------------------|---------------------------------------|------------------------------|
| Set ID SHARE | Description CORPORATE SETID | Report Print Date 11/5/2003 | Page Number 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 Card #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 SHARE | Description CORPORATE SETID | Report Print Date 11/5/2003 | Page Number 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 FRA01 | Description FRANCE OPERATIONS | Country FRA | Report Print Date 11/5/2003 | Page Number 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

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

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

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

- End of Report -

| |
|--------------------|
| Total Sources 8 |
|--------------------|



General Ledger Balancing Report

| | | | | | |
|-------------------------------|---|------------------------------|-----------------------------------|---------------------------------------|------------------------------|
| Business Unit US001 | Description US001 NEW YORK OPERATIONS | From Date 1/1/2003 | Through Date 12/31/2003 | Report Print Date 11/5/2003 | Page Number 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 KU0080 Emmerson,Nancy | Sheet ID 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

| | | | | | | |
|----------------------------|---|----------------------------------|------------------------------|-----------------------------------|---------------------------------------|------------------------------|
| Department 42000 | Description Manufacturing Support | GL Business Unit US003 | From Date 1/1/2003 | Through Date 12/31/2003 | Report Print Date 11/5/2003 | Page Number 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 US003 | Description US003 CALIFORNIA OPERATIONS | From Date 1/1/2003 | Through Date 12/31/2003 | Report Print Date 11/5/2003 | Page Number 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 |

- End of Report -

| | |
|--------------------|---------------------|
| Total Transactions | Total Expenses |
| 8 | 3,320.00 USD |



Cash Advance

| | | | |
|---|---------------------------------|--------------|---|
| Employee ID / Name KU0042 Schumacher, Kenneth | Advance ID 0000000027 | Reference ID | Business Purpose Customer Visit |
| Comments | | | |

Advance Lines

| Advance Source | Generate Payment | Description | Amount |
|-----------------------|-------------------------------------|-------------|------------|
| ATM ATM cash advances | <input checked="" type="checkbox"/> | | 200.00 USD |

Advance Lines

| Advance Source | Generate Payment | Description | Amount |
|------------------|-------------------------------------|-------------|------------|
| CHK System Check | <input checked="" type="checkbox"/> | | 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 |

| | | | | | | |
|----------------|--------------------------|-----------------------------------|---------------------------------|---------------|--------------------------------|------------------------------|
| Employee Phone | Entered By VP1 | Creation Date 11/5/2003 | Submit Date 11/5/2003 | Resubmit Date | Print Date 11/5/2003 | Page Number 1 of 1 |
|----------------|--------------------------|-----------------------------------|---------------------------------|---------------|--------------------------------|------------------------------|



Cash Advances by Department

| | | | | |
|----------------------------|---|----------------------------------|---------------------------------------|------------------------------|
| Department 42000 | Description Manufacturing Support | GL Business Unit US001 | Report Print Date 11/5/2003 | Page Number 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 |

- End of Report -

| | |
|--------------------|---------------------|
| Total Transactions | Total Cash Advances |
| 2 | 700.00 USD |



Cash Advances by Business Unit

| | | | |
|-------------------------------|---|--|------------------------------|
| Business Unit US001 | Description US001 NEW YORK OPERATIONS | Report Print Date 11/05/2003 | Page Number 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 |



Cash Advance Aging by Department

| | | | | |
|----------------------------|---|-------------------------------|---------------------------------------|------------------------------|
| Department 42000 | Description Manufacturing Support | Business Unit US001 | Report Print Date 11/5/2003 | Page Number 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 2 | Total Advance Amount 700.00 USD |
|----------------------------|---|



Cash Advance Aging by Business Unit

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

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

- End of Report -

| | |
|----------------|----------------------|
| Total Advances | Total Advance Amount |
| 5 | 2,500.00 USD |



Time Report 000000021

| | | | |
|---|-----------------------------------|-----------------------|--------------------|
| Employee ID / Name KU0023 Lotta, Lucie | Period Ending 5/30/2003 | Country USA | State 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 KU0042 Schumacher, Kenneth | Travel Authorization ID 0000000035 | Reference | Travel Dates From/To 12/1/2003 / 12/3/2003 | Business Purpose 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/Nigh | 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 |



Vendor Payments

Report Print Date

2/28/2005

Page Number

1 of 3

Vendor ID
USA0000028Vendor Name
VISA (Credit Card #1)

| Employee ID | Name | Corporate Card # | Payment Date | Payment Amount | Currency Payment |
|-------------|--------------------|--|--------------|----------------|------------------|
| KU0012 | Buhler,Michael | XXXX-XXXX-XXXX-1007 | 2/28/2005 | 2.29 | EUR |
| | | Total for VISA (Credit Card #1) | | 2.29 | EUR |
| KU0005 | Sherwood,Fred | XXXX-XXXX-XXXX-1003 | 2/28/2005 | 10.00 | USD |
| | | XXXX-XXXX-XXXX-1004 | 2/28/2005 | 27.00 | USD |
| KU0021 | Bendetto,Jessica | XXXX-XXXX-XXXX-1006 | 2/28/2005 | 13.00 | USD |
| KU0042 | Schumacher,Kenneth | XXXX-XXXX-XXXX-1001 | 2/28/2005 | 140.00 | USD |
| | | XXXX-XXXX-XXXX-1002 | 2/28/2005 | 90.00 | USD |
| | | Total for VISA (Credit Card #1) | | 280.00 | USD |



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



Expense Receipts

Name

Employee

Please attach receipts below: