
PeopleSoft Enterprise Expenses 9.0 Reports

September 2006

PeopleSoft Enterprise Expenses 9.0 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.
- Download and order printed documentation.

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

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See Also

Oracle's PeopleSoft Customer Connection, http://www.oracle.com/support/support_peoplesoft.html

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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 Enterprise Global Options and Reports 9.0 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, Manage Employee Information, Employee Data by Department	RUN_EXC2500
EXC2501 Employee Data by Business Unit	Lists employee personal, organizational, and job data by business unit.	Travel and Expenses, Manage Employee Information, Employee Data by Business Unit Report	RUN_EXC2501
EXC2510 Business Purposes	Lists Business Purposes defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Business Purpose	RUN_EXC2510
EXC2515 Earnings Code	Lists the Earnings Codes defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Earnings Code	RUN_EXC2515
EXC2521 Expense Type Groups	Lists the Expense Type Groups defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Type Group	RUN_EXC2521

Report ID and Report Name	Description	Navigation	Run Control Page
EXC2522 Expense Types	Lists Expense Types defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Type	RUN_EXC2522
EXC2523 Expense Billing Code	Lists Expense Billing Codes defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Billing Code	RUN_EXC2523
EXC2525 Preferred Merchants	Lists Preferred Merchants defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Preferred Merchant	RUN_EXC2525
EXC2529 Authorized Expense Amounts by Location	Lists Expense Location Amounts defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Location Amount	RUN_EXC2529
EXC2530 Expense Locations	Lists Expense Locations defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Location	RUN_EXC2530
EXC2531 Expense Location Groups	Lists Expense Location Groups defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Expense Location Group	RUN_EXC2531
EXC2540 Reimbursement Actions	Lists Reimbursement Actions defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Reimbursement Action Code	RUN_EXC2540
EXC2550 Corporate Card Information	Lists employee corporate credit card information.	<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 PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Corporate Card Vendor	RUN_EXC2551
EXC2561 Payment Type	Lists Payment Types defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Payment Type	RUN_EXC2561
EXC2570 Auto Mileage Standard Distance Rates	Lists Standard Distance Rates defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Standard Distance Rates	RUN_EXC2570
EXC2571 Auto Mileage Varied Distance Rates	Lists Varied Distance Rates defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Varied Distance Rates	RUN_EXC2571

Report ID and Report Name	Description	Navigation	Run Control Page
EXC2581 Cash Advance Source	Lists Cash Advance Sources defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Cash Advance Source	RUN_EXC2581
EXC2596 Templates	Lists Templates defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Template	RUN_EXC2596
EXC2597 Wizard Types	Lists Wizard Types defined in PeopleSoft Expenses.	Set Up Financials/Supply Chain, Product Related, Expenses, Reports, Wizard Type	RUN_EXC2597
EXC3500 General Ledger Balancing	Lists transaction balancing with general ledger entries.	Travel and Expenses, Manage Accounting, Print Reports, GL Balancing Report	RUN_EXC3500
EXC4500 Expense Report	Prints a standard expense report.	Travel and Expenses, Travel and Expense Center, Expense Report, Print	RUN_EXC4500
EXC4600 Expense Transactions by Department	Lists all expense transactions billed to a specific department.	Travel and Expenses, Manage Accounting, Print Reports, Expense Transactions by Dept	RUN_EXC4600
EXC4601 Expense Transactions by Unit	Lists all expense transactions billed to a specific business unit.	Travel and Expenses, Manage Accounting, Print Reports, Expense Trans By Bus Unit	RUN_EXC4601
EXC5500 Cash Advance	Prints a standard cash advance request.	Travel and Expenses, Travel and Expense Center, Cash Advance, Print	RUN_EXC5500
EXC5600 Cash Advances by Department	Lists all cash advances billed to a specific department.	Travel and Expenses, Manage Accounting, Print Reports, Cash Advances by Dept	RUN_EXC5600
EXC5601 Cash Advances by Business Unit	Lists all cash advances billed to a specific business unit.	Travel and Expenses, Manage Accounting, Print Reports, Cash Advances by Bus Unit	RUN_EXC5601
EXC5700 Cash Advance Aging by Department	Lists all outstanding cash advances for a department and how long they have been outstanding.	Travel and Expenses, Manage Accounting, Print Reports, Cash Advance Aging by Dept	RUN_EXC5700
EXC5701 Cash Advance Aging by Business Unit	Lists all outstanding cash advances for a business unit and how long they have been outstanding.	Travel and Expenses, Manage Accounting, Print Reports, Cash Advance Aging by Bus Unit	RUN_EXC5701
EXC7500 Time Report	Lists project hours and project descriptions	Travel and Expenses, Travel and Expense Center, Time Report, Print	RUN_EXC7500

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	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 Payment Reports	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, 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

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

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

- End of Report -

Total Business Units
42



Employee Data by Department

Department 22000	Description Sales and Services	Report Print Date 8/19/2006	Page Number 1 of 1
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Employee ID / Name	Telephone	Status	Valid	Business Unit	Advance Level	Max Advance Amount
IXHEEE120 Crawford, William	888/555-1212	Active	Y	US001 US001 NEW YORK OPERATIONS	None	0.00 USD
KU0009 Monroe, Theresa	888/555-1212	Active	Y	US001 US001 NEW YORK OPERATIONS	None	0.00 USD
KU0022 Turner, Cornelia	888/555-1212	Active	Y	US001 US001 NEW YORK OPERATIONS	Business Unit	10,000.00 USD
KU0037 Miller, Samuel	888/555-1212	Active	Y	US001 US001 NEW YORK OPERATIONS	Business Unit	10,000.00 USD
SP109 Land, Ryan	888/555-1212	Active	N	US001 US001 NEW YORK OPERATIONS	None	0.00 USD
123456 Henco, Kelly	888/555-1453	Active	N	US001 US001 NEW YORK OPERATIONS	None	0.00 USD

- End of Report -

Total Employees 6



Employee Data by Business Unit

BusinessUnit US003	Description US003 CALIFORNIA OPERATIONS	Report Print Date 8/19/2006	Page Number 1 of 1
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Employee ID / Name	Telephone	Status	Valid	Department	Advance Level	Max Advance Amount
IXHEEE122 DeJackome,Isobel	888/555-1212	Active	Y	14000	Business Unit	5,000.00 USD
IXHEEE128 Masterson,Carlos	888/555-1212	Active	Y	22000	Business Unit	5,000.00 USD
IXHEEE132 Chen,Devon	888/555-1212	Active	Y	43000	Business Unit	5,000.00 USD
IXHEEE134 Peck,Maryse	888/555-1212	Active	Y	13000	Business Unit	5,000.00 USD
IXHEEE135 DeJackome,Earnest	888/555-1212	Active	Y	13000	Business Unit	5,000.00 USD
IXHEEE138 Fletcher,Dominic	888/555-1212	Active	Y	20000	Business Unit	5,000.00 USD
IXHEEE139 Wagenheimer,Ramona	888/555-1212	Active	Y	41000	None	0.00 USD
IXHEEE140 Jaegar,Anne	888/555-1212	Active	Y	22000	None	0.00 USD
KUN002 Jansen,Joanne	888/555-1212	Active	Y	22000	Business Unit	5,000.00 USD
KU0008 Bronte,Jeanette	888/555-1212	Active	Y	42000	Business Unit	5,000.00 USD
KU0023 Lotta,Lucie	888/555-1212	Active	Y	11000	Business Unit	5,000.00 USD
KU0026 Smith,Marie	888/555-1212	Active	Y	11000	Business Unit	5,000.00 USD
KU0033 Schumacher,Elizabeth	888/555-1212	Active	Y	41000	Business Unit	5,000.00 USD
KU0039 Hemani,Petros	888/555-1212	Active	Y	13000	Business Unit	5,000.00 USD
KU0045 McCoy,Maria	888/555-1212	Active	Y	41000	Business Unit	5,000.00 USD
KU0049 Sherwood,Tomas	888/555-1212	Active	Y	13000	Business Unit	5,000.00 USD
KU0050 Hill,Nicola	888/555-1212	Active	Y	42000	Business Unit	5,000.00 USD
KU0089 Paul,Bill	888/555-1212	Active	Y	22000	Business Unit	5,000.00 USD
KU0090 Frumman,Chloe	888/555-1212	Active	Y	43000	Business Unit	5,000.00 USD
KU0095 Bradford,John	888/555-1212	Active	Y	22000	Business Unit	5,000.00 USD
KU0107 Barnes,Karl	888/555-1212	Active	Y	41000	Business Unit	5,000.00 USD

- End of Report -

Total Employees 21



Business Purposes

Set ID SHARE	Description CORPORATE SETID	Report Print Date 8/19/2006	Page Number 1 of 1
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Business Purpose	Description	Short Description
IT	Information Technology	Info Tech
MKTG	Marketing Campaign	Marketing
00001	Off-site Meeting	Off-site
00002	User Conference	UConf
00003	Technical Training	TechTrain
00004	Release Training	RelTrain
00005	Corporate Visits	CorpVisits
00006	Team Building Session	TeamBuild
00007	General Travel and Expense	TravelExp
00008	Regional Meeting	RegMeeting
00009	Trade Show	TradeShow
00010	Customer Visit	CustVisit
00011	Demonstrations	Demos
00012	Recruiting	Recruiting
00013	Consulting Services	Consulting

- End of Report -

Total Business Purposes 15



Earnings Code

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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

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Expense Type Groups

Set ID SHARE	Description CORPORATE SETID	Report Print Date 8/19/2006	Page Number 1 of 1
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Type Group	Description	Short Description	Billing Action	Account	Department	Project ID	Product
MEALS	Meals	Meals	Billable	120055			
MEALS	Meals	Meals	Billable	120600			
MEALS	Meals	Meals	Internal	650055			
MEALS	Meals	Meals	Internal	650040			
MEALS	Meals	Meals	Nonbillable	501055			
MEALS	Meals	Meals	Nonbillable	501040			
MILEAGE	Mileages	Mileages	Billable	120085			
MILEAGE	Mileages	Mileages	Internal	650032			
MILEAGE	Mileages	Mileages	Nonbillable	501085			
PERDIEM	Per Diem	Per Diem	Billable	120075			
PERDIEM	Per Diem	Per Diem	Internal	650000			
PERDIEM	Per Diem	Per Diem	Nonbillable	501075			
TRANS	Means of transportation	Transport	Billable	120020			
TRANS	Means of transportation	Transport	Internal	650030			
TRANS	Means of transportation	Transport	Nonbillable	501030			

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Total Type Groups 15



Expense Types

Set ID SHARE	Description CORPORATE SETID	Report Print Date 8/19/2006	Page Number 1 of 4
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Expense Type	Type Edit	Required Fields				Expense Type Group	Billing Action	Account	Department	Project ID	Product
		Merchant	Preferred Merchant	Location	Descr						
AIRFARE	AIR	Y	Y	N	Y		BIL	120020			
AIRFARE	AIR	Y	Y	N	Y		INT	650020			
AIRFARE	AIR	Y	Y	N	Y		NON	501020			
AUTO	RTL	Y	Y	Y	N		BIL	120025			
AUTO	RTL	Y	Y	Y	N		INT	650025			
AUTO	RTL	Y	Y	Y	N		NON	501025			
BRKFAST	ATT	N	N	Y	Y	MEALS	BIL				
BRKFAST	ATT	N	N	Y	Y	MEALS	INT				
BRKFAST	ATT	N	N	Y	Y	MEALS	NON				
COURIER	NON	N	N	N	Y		BIL	120055			
COURIER	NON	N	N	N	Y		INT	650060			
COURIER	NON	N	N	N	Y		NON	501060			
CURRNCY	NON	N	N	N	Y		BIL	120500			
CURRNCY	NON	N	N	N	Y		INT	500500			
CURRNCY	NON	N	N	N	Y		NON	500500			
DINNER	ATT	N	N	Y	Y	MEALS	BIL				
DINNER	ATT	N	N	Y	Y	MEALS	INT				
DINNER	ATT	N	N	Y	Y	MEALS	NON				
ENTERM	ATT	N	N	Y	Y		BIL	120055			
ENTERM	ATT	N	N	Y	Y		INT	650040			
ENTERM	ATT	N	N	Y	Y		NON	501040			
ENTERO	ATT	N	N	Y	Y		BIL	120055			
ENTERO	ATT	N	N	Y	Y		INT	650045			
ENTERO	ATT	N	N	Y	Y		NON	501045			
GAS	NON	N	N	N	N		BIL	120055			
GAS	NON	N	N	N	N		INT	650031			
GAS	NON	N	N	N	N		NON	501065			

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

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

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

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Total Expense Types
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Expense Billing Code

Set ID SHARE	Description CORPORATE SETID	Report Print Date 8/19/2006	Page Number 1 of 1
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Expense billing code	Description	Billing Actions
BIL	Billable	B
INT	Internal	I
NON	Nonbillable	U

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Total Billing Codes 3



Preferred Merchants

Set ID SHARE	Description CORPORATE SETID	Report Print Date 8/19/2006	Page Number 1 of 1
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Merchant Code	Description	Short Description
AMERICAN	American Airlines	American
BARRELCC	THE BARREL HOUSE	BARRELCC
BOFACC	B OF A/LA SALLE BLDG BASE	BOFACC
CHECKTAXCC	CHECKER TAXI ASSOC INC	CTA
DELTACC1	DELTA AIR 0062122059971	DELTACC1
DELTACC2	DELTA AIR 0062122059971	DELTACC2
DELTACC3	DELTA AIR 0062122059972	DELTACC3
DELTACC4	DELTA AIR 0062122059973	DELTACC4
DELTACC5	DELTA AIR 0062122059968	DELTACC5
DELTACC6	DELTA AIR 0062122059969	DELTACC6
DELTACC7	DELTA AIR 0062122059970	DELTACC7
HERTZ	Hertz Rent-a-Car	Hertz
HERTZCC	HERTZ RENT-A-CAR	HERTZRAC
HILTON	Hilton Hotels	Hilton
LEGALSEACC	LEGAL SEA FOODS #10	LEGALSEACC
LGLSEACC2	LEGAL SEA FOODS #6	LGLSEACC2
MARIOTT	Marriott	Marriott
MARRIOTT	Marriott	Marriott
M1	M1	M1
M2	M2	M2
M3	M3	M3
M4	M4	M4
M5	M5	M5
NATIONAL	National Car Rental	National
RITZCC	THE RITZ CARLTON BOSTON	RCB
SOUTHWSTCC	SOUTHWESTAIR5261146097941	SOUTHWSTCC
UNITED	United	United
UNITEDCC	UNITED AIR 0167873633356	UNITED
WESTINCC1	WESTIN HOTELS F/B	WESTINCC1
WESTINCC2	WESTIN HOTELS #156	WESTINCC2
WILLSONOMA	WILLIAM SONOMA #106	WILLSONOMA

Total Preferred Merchants 31
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**Authorized Expense Amounts by Location**

Set ID SHARE	Description CORPORATE SETID	Report Print Date 8/19/2006	Page Number 1 of 3
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Location		Expense Type		Authorized Amount
ALSK	Alaska	GROUND	Ground Transportation	13.65 USD
		LUNCH	Lunch	9.87 USD
ATL	Atlanta, Georgia	GROUND	Ground Transportation	15.75 USD
		LODGING	Hotel/Lodging	93.00 USD
		LUNCH	Lunch	10.71 USD
		MIE	Meals and Incidental Expenses	131.00 USD
BERL	Berlin - Germany	LUNCH	Lunch	24.65 DEM
BOSTN	Boston, Massachusetts	GROUND	Ground Transportation	12.60 USD
		LODGING	Hotel/Lodging	192.00 USD
		LUNCH	Lunch	10.76 USD
		MIE	Meals and Incidental Expenses	238.00 USD
BRAZ	Sao Paulo - Brazil	LUNCH	Lunch	117.95 BRR
CHIC	Chicago, Illinois	GROUND	Ground Transportation	27.45 USD
		LODGING	Hotel/Lodging	130.00 USD
		LUNCH	Lunch	12.50 USD
		MIE	Meals and Incidental Expenses	176.00 USD
CHRLT	Charlotte, North Carolina	GROUND	Ground Transportation	12.60 USD
		LODGING	Hotel/Lodging	71.00 USD
		LUNCH	Lunch	9.56 USD
		MIE	Meals and Incidental Expenses	109.00 USD
CINC	Cincinnati, Ohio	GROUND	Ground Transportation	22.95 USD
		LUNCH	Lunch	8.72 USD
CLVE	Cleveland, Ohio	GROUND	Ground Transportation	18.38 USD
		LODGING	Hotel/Lodging	86.00 USD
		LUNCH	Lunch	9.98 USD
		MIE	Meals and Incidental Expenses	128.00 USD
DALL	Dallas, Texas	AUTO	Automobile Rental	62.50 USD
		BRKFAST	Breakfast	13.10 USD
		DINNER	Dinner	28.80 USD
		GROUND	Ground Transportation	27.95 USD
		LODGING	Hotel/Lodging	89.00 USD
		LUNCH	Lunch	10.29 USD
		MIE	Meals and Incidental Expenses	135.00 USD
DAYTN	DAYTON, Ohio	AUTO	Automobile Rental	54.50 USD
		BRKFAST	Breakfast	9.85 USD
		DINNER	Dinner	23.15 USD
DENV	Denver, Colorado	AUTO	Automobile Rental	67.50 USD
		BRKFAST	Breakfast	11.90 USD
		DINNER	Dinner	25.05 USD
		GROUND	Ground Transportation	18.90 USD
		LODGING	Hotel/Lodging	83.00 USD
		LUNCH	Lunch	8.82 USD
		MIE	Meals and Incidental Expenses	125.00 USD
DESMN	DES MOINES, Iowa	AUTO	Automobile Rental	49.50 USD
		BRKFAST	Breakfast	7.85 USD
		DINNER	Dinner	19.45 USD
DET	DETROIT/DEARBORN, Michigan	AUTO	Automobile Rental	70.50 USD
		BRKFAST	Breakfast	10.70 USD
		DINNER	Dinner	25.45 USD
ELPSO	EL PASO, Texas	AUTO	Automobile Rental	54.00 USD
		BRKFAST	Breakfast	8.50 USD
		DINNER	Dinner	21.70 USD
FARGO	FARGO, North Dakota	AUTO	Automobile Rental	47.50 USD
		BRKFAST	Breakfast	7.65 USD
		DINNER	Dinner	20.95 USD
FTLAD	FORT LAUDERDALE, Florida	AUTO	Automobile Rental	37.00 USD

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

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

Total Location Limits

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**Locations**

Set ID SHARE	Description CORPORATE SETID	Report Print Date 8/19/2006	Page Number 1 of 4
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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, 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	Description	Short Description	Location Group
DESMN	DES MOINES, Iowa	DES MOINES	
DET	DETROIT/DEARBORN, Michigan	DETROIT/DE	
DUBLN	DUBLIN, Ireland	Ireland	
EDMNT	EDMONTON, Canada	Canada	
EIND	EINDHOVEN, Netherlands	Netherland	
ELPSO	EL PASO, Texas	EL PASO	
FARGO	FARGO, North Dakota	FARGO	
FRAN	FRANKFORT . IL	FRANKFORT	
FRK	FRANKFURT, Germany	Germany	
FTLAD	FORT LAUDERDALE, Florida	FORT LAUDE	
FTWRT	FORT WORTH, Texas	FORT WORTH	
GDRPD	GRAND RAPIDS, Michigan	GRAND RAPI	
GEORG	GEORGETOWN, Cayman Islands	Cayman Is.	
GREEC	Greece - Athens	Greece	EURO
GRNBY	Green Bay, Wisconsin	Wisconsin	MDREG
GRNVL	GREENVILLE/SPARTANBURG, South	GREENVILLE	
GVA	GENEVA, Switzerland	Switzerlan	
HAL	HALIFAX, Canada	Canada	
HAM	HAMILTON, Canada	Canada	
HART	HARTFORD, Connecticut	HARTFORD	
HBRG	HAMBURG, Germany	Germany	
HI	HONOLULU, Hawaii	HONOLULU	
HK	HONG KONG, Hong Kong	Hong Kong	
HOUS	Houston, Texas	Houston	SCREG
HRSBG	HARRISBURG, Pennsylvania	HARRISBURG	
IND	INDIANAPOLIS, Indiana	INDIANAPOL	
ISL	ISLAMABAD, Pakistan	Pakistan	
IST	ISTANBUL, Turkey	Turkey	
JACK	JACKSON, MS	JACKSON	
JAPAN	Osaka - Japan	Japan	FARE
JERS	JERUSALEM, Israel	Israel	
JHNBG	JOHANNESBURG, South Africa	Sth Africa	
JKS	JACKSON, Mississippi	JACKSON	
JKTA	JAKARTA, Indonesia	Indonesia	
KANS	KANSAS CITY, Missouri	KANSAS CIT	
KIN	KINGSTON, Jamaica	Jamaica	
KLUM	KUALA LUMPUR, Malaysia	Malaysia	
KNOX	KNOXVILLE/OAK RIDGE, Tennessee	KNOXVILLE/	
LA	LOS ANGELES, California	LOS ANGELE	
LEX	LEXINGTON, Kentucky	LEXINGTON	
LIMA	LIMA, Peru	Peru	
LISBN	LISBON, Portugal	Portugal	
LITRK	LITTLE ROCK, Arkansas	LITTLE ROC	
LON	LONDON, Canada	Canada	
LOND	London - England	London	EURO
LSV	LOUISVILLE, Kentucky	LOUISVILLE	
LUX	LUXEMBOURG, Luxembourg	Luxembourg	
LV	LAS VEGAS, Nevada	LAS VEGAS	
LYON	Lyon, France	Lyon	FRA
MAD	MADRID, Spain	Spain	
MADR	Madrid - Spain	Madrid	EURO
MADSN	MADISON, Wisconsin	MADISON	
MANCH	MANCHESTER, New Hampshire	MANCHESTER	
MARS	Marseille, France	Marseille	FRA
MEL	MELBOURNE, Australia	Australia	
MEMP	MEMPHIS, Tennessee	MEMPHIS	
MEXCT	MEXICO CITY, Mexico	Mexico	
MIAMI	MIAMI, FL	MIAMI	
MIL	MILWAUKEE, Wisconsin	MILWAUKEE	
MILAN	MILAN, Italy	Italy	

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

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

- End of Report -

Total Locations

220



Location Groups

Set ID SHARE	Description CORPORATE SETID	Report Print Date 8/19/2006	Page Number 1 of 1
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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 8/19/2006	Page Number 1 of 1
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Reimbursement Action	Description	Short Description
OUTPY	Out of Policy	Policy

- End of Report -

Total Actions 1



Corporate Card Information

Business Unit US001	Description US001 NEW YORK OPERATIONS	Report Print Date 8/19/2006	Page Number 1 of 1
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Employee ID / Name	Account	Expiration Date	Vendor ID	Vendor Name	Limit Amount
IXHEEE102 Angelini,Gina	*****VNDR	01/01/2101	USA0000028	VISA - 1-001	0.00 USD
IXHEEE102 Angelini,Gina	*****7890	01/01/2101	USA0000028	VISA - 1-001	3,000.00 USD
IXHEEE111 Unger,Randy	*****7838	01/01/2101	USA0000030	AMEX - 3-001	0.00 USD
IXHEEE118 Jones,Koenraad	*****8901	01/01/2101	USA0000033	DISCOVER-001	3,000.00 USD
IXHEEE120 Crawford,William	*****9012	01/01/2101	USA0000032	MC-001	5,000.00 USD
KU0005 Sherwood,Fred	*****2407	05/31/2005	USA0000028	VISA - 1-001	50,000.00 USD
KU0021 Bendetto,Jessica	*****1234	01/01/2015	USA0000030	AMEX - 3-001	0.00 USD
KU0022 Turner,Cornelia	*****2431	12/31/2005	USA0000028	VISA - 1-001	10,000.00 USD
KU0042 Schumacher,Kenneth	*****0099	01/01/2015	USA0000030	AMEX - 3-001	1,000.00 USD
KU0042 Schumacher,Kenneth	*****5123	01/01/2015	USA0000034	DINNERCLUB-001	1,000.00 USD
KU0042 Schumacher,Kenneth	*****8521	01/01/2015	USA0000032	MC-001	6,000.00 USD
KU0042 Schumacher,Kenneth	*****4319	01/01/2015	USA0000028	VISA - 1-001	5,000.00 USD
KU0042 Schumacher,Kenneth	*****9870	01/01/2015	USA0000029	VISA - 2-001	2,000.00 USD
KU0080 Emmerson,Nancy	*****2464	12/31/2005	USA0000028	VISA - 1-001	5,000.00 USD

- End of Report -

Total Credit Card Accounts 14



Credit Card Vendor

Set ID SHARE	Description CORPORATE SETID	Report Print Date 8/19/2006	Page Number 1 of 1
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CC Vendor	Description	Vendor ID	Vendor Description	Account Number
AMEX	American Express	USA0000030	American Express (Credit Credit #3)	
AMX-C	AMEX CREDIT	USA0000030	American Express (Credit Credit #3)	
AMX-D	AMEX DEBIT	USA0000030	American Express (Credit Credit #3)	
BKAUS	Bank of Australia	USA0000028	VISA (Credit Card #1)	00000000000000000883
DINER	Dinner Club	USA0000034	Dinner Club	
DISC	Discover	USA0000033	Discover Card	
MC	MasterCard	USA0000032	Master Card	
USB	US Bank	USA0000029	VISA (Credit Card #2)	
VISA	VISA	USA0000028	VISA (Credit Card #1)	00000000000000000882

- End of Report -

Total Sources 9



Payment Type

Set ID SHARE	Description CORPORATE SETID	Report Print Date 8/19/2006	Page Number 1 of 1
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Payment Type	Description	Payment Type Edit	Vendor ID	Name	Vendor Location
AMX	American Express	VND	USA0000030	American Express (Credit Credit #3)	1
CHK	Check	EMP			
CSH	Cash	EMP			
DIN	Dinners Club	VND	USA0000034	Dinner Club	CORP
MC	Master Card	VND	USA0000032	Master Card	1
PPA	Prepaid Air	PPA			
PPD	Prepaid Expenditures	PPD			
PPH	Prepaid Hotel	PPH			
USB	US Bank	VND	USA0000029	VISA (Credit Card #2)	1
VIS	Visa	VND	USA0000028	VISA (Credit Card #1)	1

- End of Report -

Total Methods 10



Auto Mileage Standard Distance Rates

PeopleSoft Expenses - EXC2570

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

Set ID SHARE	Description CORPORATE SETID	Country FRA	Report Print Date 8/19/2006	Page Number 1 of 1
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Transportation Type	From Distance	Through Distance	Distance Rate	Currency	Rate Adjustment Factor
TYP0	0	5,000	2.9250	FRF	0.0000
TYP0	5,001	20,000	1.6010	FRF	5,856.1700
TYP0	20,001	99,999	1.9320	FRF	0.0000
TYP1	0	5,000	3.1880	FRF	0.0000
TYP1	5,001	20,000	1.7770	FRF	7,056.4100
TYP1	20,001	99,999	2.1300	FRF	0.0000
TYP2	0	5,000	3.5300	FRF	0.0000
TYP2	5,001	20,000	1.9990	FRF	7,656.5300
TYP2	20,001	99,999	2.3820	FRF	0.0000
TYP3	0	5,000	3.8030	FRF	0.0000
TYP3	5,001	20,000	2.2150	FRF	7,941.5900
TYP3	20,001	99,999	2.6120	FRF	0.0000
TYP4	0	5,000	4.1580	FRF	0.0000
TYP4	5,001	20,000	2.4300	FRF	8,641.7300
TYP4	20,001	99,999	2.8620	FRF	0.0000

- End of Report -

Total Rate Types 15



Cash Advance Source

Set ID SHARE	Description CORPORATE SETID	Report Print Date 8/19/2006	Page Number 1 of 1
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Cash Advance Source	Description	Payment Type	Generate Payment	Vendor ID	Vendor Description
ATM	ATM cash advances	VND	Y	USA0000028	VISA (Credit Card #1)
CHK	System Check	EMP	Y		
TCHK	Travelers Checks	EMP	N		

- End of Report -

Total Sources 3



Templates

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

Total Templates 3

- End of Report -



Wizard Types By SETID

Set ID SHARE	Report Print Date 8/19/2006	Page Number 1 of 1
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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 1/1/2000	Through Date 12/31/2008	Report Print Date 8/19/2006	Page Number 1 of 1
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Document ID / Type	Journal Template	Unpost Sequence	Accounting Entry Type	Accounting Date	Document			Employee ID/Name	Amount	
					Type	Seq Nbr	Seq Dt			
0000000003	Advance	EXACCRUAL	0	Expenses Accrual	8/15/2000			KU0042 Schumacher,Kenneth	-500.00 USD	
<table border="1" style="width:100%"> <tr> <td style="width:50%">0000000003 Advance</td> <td style="width:50%">-500.00 USD</td> </tr> </table>									0000000003 Advance	-500.00 USD
0000000003 Advance	-500.00 USD									
0000000005	Advance	EXACCRUAL	0	Expenses Accrual	8/15/2000			KU0042 Schumacher,Kenneth	-1,000.00 USD	
<table border="1" style="width:100%"> <tr> <td style="width:50%">0000000005 Advance</td> <td style="width:50%">-1,000.00 USD</td> </tr> </table>									0000000005 Advance	-1,000.00 USD
0000000005 Advance	-1,000.00 USD									
0000000006	Advance	EXACCRUAL	0	Expenses Accrual	8/15/2000			KU0042 Schumacher,Kenneth	-300.00 USD	
<table border="1" style="width:100%"> <tr> <td style="width:50%">0000000006 Advance</td> <td style="width:50%">-300.00 USD</td> </tr> </table>									0000000006 Advance	-300.00 USD
0000000006 Advance	-300.00 USD									
0000000051	Exp Report	EXACCRUAL	0	Expenses Accrual	8/15/2000	08/15/2000		KU0042 Schumacher,Kenneth	-1,523.77 USD	
<table border="1" style="width:100%"> <tr> <td style="width:50%">0000000051 Exp Report</td> <td style="width:50%">-1,523.77 USD</td> </tr> </table>									0000000051 Exp Report	-1,523.77 USD
0000000051 Exp Report	-1,523.77 USD									
0000000052	Exp Report	EXACCRUAL	0	Expenses Accrual	8/15/2000	08/15/2000		KU0042 Schumacher,Kenneth	-72.00 USD	
<table border="1" style="width:100%"> <tr> <td style="width:50%">0000000052 Exp Report</td> <td style="width:50%">-72.00 USD</td> </tr> </table>									0000000052 Exp Report	-72.00 USD
0000000052 Exp Report	-72.00 USD									
0000000055	Exp Report	EXACCRUAL	0	Expenses Accrual	8/15/2000	08/15/2000		KU0042 Schumacher,Kenneth	-2,000.00 USD	
<table border="1" style="width:100%"> <tr> <td style="width:50%">0000000055 Exp Report</td> <td style="width:50%">-2,000.00 USD</td> </tr> </table>									0000000055 Exp Report	-2,000.00 USD
0000000055 Exp Report	-2,000.00 USD									
0000000056	Exp Report	EXACCRUAL	0	Expenses Accrual	7/1/2003	07/01/2003		KU0080 Emmerson,Nancy	-10.00 USD	
		EXACCRUAL	0	Expenses Accrual	7/1/2003	07/01/2003		Emmerson,Nancy	-50.00 USD	
		EXACCRUAL	0	Expenses Accrual	7/1/2003	07/01/2003		Emmerson,Nancy	-30.00 USD	
<table border="1" style="width:100%"> <tr> <td style="width:50%">0000000056 Exp Report</td> <td style="width:50%">-90.00 USD</td> </tr> </table>									0000000056 Exp Report	-90.00 USD
0000000056 Exp Report	-90.00 USD									

- End of Report -

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



Expense Report

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

0000000071

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

Expense Lines

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

Employee Phone 888/555-1212	Department 41000	Entered By SAMPLE	Receipt ID	Creation Date 11/4/2003	Print Date 8/19/2006	Page Number 1 of 2
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\$0.00

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:	1,578.00	USD
Less Personal Expenses:	0.00	
Less Prepaid Expenses:	1,200.00	
Less Company Paid Expenses:	200.00	
Less Cash Advance:	178.00	
Amount Due Employee:	0.00	

Employee Phone

888/555-1212

Department

41000

Entered By

SAMPLE

Receipt ID

Creation Date

11/4/2003

Print Date

8/19/2006

Page Number

2 of 2

\$0.00



Expense Transactions by Department

Department 41000	Description Engineering	GL Business Unit US001	From Date 1/1/2000	Through Date 12/31/2008	Report Print Date 8/19/2006	Page Number 1 of 2
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Employee ID / Name	Sheet ID	Reference	Business Purpose	Account	Alt.Account	Project ID	Amount			
KU0080	Emmerson,Nancy	0000000056	General Travel and Expense	120055	BillMeal	ALLPROJECTS	40.00	USD		
							120055	BillMeal	40.00	USD
KU0042	Schumacher,Kenneth	0000000071	General Travel and Expense	650020	Airfare	FININTPROJ	200.00	USD		
		0000000067	Technical Training				350.00	USD		
		0000000049	Technical Training				350.00	USD		
KU0080	Emmerson,Nancy	0000000031	General Travel and Expense				456.00	USD		
							650020	Airfare	1,356.00	USD
KU0042	Schumacher,Kenneth	0000000068	Customer Visit	650025	Auto Rent		60.00	USD		
		0000000066	Customer Visit				60.00	USD		
		0000000064	Demonstrations				72.00	USD		
		0000000052	Demonstrations				72.00	USD		
KU0080	Emmerson,Nancy	0000000020	Consulting Services				125.00	USD		
							650025	Auto Rent	389.00	USD
KU0042	Schumacher,Kenneth	0000000071	General Travel and Expense	650030	GrndTrans	FININTPROJ	120.00	USD		
							650030	GrndTrans	120.00	USD
KU0080	Emmerson,Nancy	0000000056	General Travel and Expense	650045	EntrOther	ALLPROJECTS	50.00	USD		
							650045	EntrOther	50.00	USD
KU0042	Schumacher,Kenneth	0000000071	General Travel and Expense	650055	Meals	FININTPROJ	58.00	USD		
		0000000067	Technical Training				12.00	USD		
							650055	Meals	70.00	USD
KU0042	Schumacher,Kenneth	0000000071	General Travel and Expense	650080	Meeting	FININTPROJ	1,200.00	USD		
		0000000070	Off-site Meeting				1,523.77	USD		
		0000000069	Off-site Meeting				2,000.00	USD		
		0000000065	Off-site Meeting				1,523.77	USD		
		0000000055	Off-site Meeting				2,000.00	USD		
		0000000051	Off-site Meeting				1,523.77	USD		
							650080	Meeting	9,771.31	USD

- End of Report -

Total Transactions	Total Expenses
20	11,796.31 USD



Expense Transactions by Business Unit

GL Business Unit US001	Description US001 NEW YORK OPERATIONS	From Date 1/1/2000	Through Date 12/31/2008	Report Print Date 8/19/2006	Page Number 1 of 2
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Employee ID / Name	Sheet ID	Reference	Business Purpose	Department	Account	Alt. Account	Project ID	Amount	
KU0080	Emmerson,Nancy	0000000056	General Travel and Expense	41000	120055	BillMeal	ALLPROJECTS	40.00USD	
							120055	BillMeal	40.00 USD
KU0042	Schumacher,Kenneth	0000000071	General Travel and Expense	41000	650020	Airfare	FININTPROJ	200.00USD	
		0000000067	Technical Training					350.00USD	
		0000000049						350.00USD	
KU0080	Emmerson,Nancy	0000000031	General Travel and Expense					456.00USD	
							650020	Airfare	1,356.00 USD
KU0042	Schumacher,Kenneth	0000000068	Customer Visit	41000	650025	Auto Rent		60.00USD	
		0000000066						60.00USD	
		0000000064	Demonstrations					72.00USD	
		0000000052						72.00USD	
KU0080	Emmerson,Nancy	0000000020	Consulting Services					125.00USD	
							650025	Auto Rent	389.00 USD
KU0042	Schumacher,Kenneth	0000000071	General Travel and Expense	41000	650030	GrndTrans	FININTPROJ	120.00USD	
							650030	GrndTrans	120.00 USD
KU0080	Emmerson,Nancy	0000000056	General Travel and Expense	41000	650045	EntrOther	ALLPROJECTS	50.00USD	
							650045	EntrOther	50.00 USD

Employee ID / Name	Sheet ID	Reference	Business Purpose	Department	Account	Alt. Account	Project ID	Amount	
KU0042	Schumacher, Kenneth	000000071	General Travel and Expense	41000	650055	Meals	FININTPROJ	58.00USD	
		000000067	Technical Training					12.00USD	
							650055	Meals	70.00 USD
KU0042	Schumacher, Kenneth	000000071	General Travel and Expense	41000	650080	Meeting	FININTPROJ	1,200.00USD	
		000000070	Off-site Meeting					1,523.77USD	
		000000069						2,000.00USD	
		000000065						1,523.77USD	
		000000055						2,000.00USD	
		000000051						1,523.77USD	

650080	Meeting	9,771.31 USD
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Total Transactions	Total Expenses
20	11,796.31 USD

- End of Report -



Cash Advance

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

Advance Lines

Advance Source	Generate Payment	Description	Amount
CHK System Check	<input checked="" type="checkbox"/>		800.00 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:	800.00 USD
Less Nonpayable Amount:	0.00 USD
Amount Due Employee:	800.00 USD

Employee Phone 888/555-1212	Entered By SAMPLE	Creation Date 11/4/2003	Submit Date 11/4/2003	Resubmit Date	Print Date 8/19/2006	Page Number 1 of 1
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Cash Advances by Department

Department 41000	Description Engineering	GL Business Unit US001	Report Print Date 8/19/2006	Page Number 1 of 1
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Employee ID / Name	Advance ID	Reference	Business Purpose	Source	Account	Project ID	Product	Amount
KU0042 Schumacher,Kenneth	000000017		General Travel and Expense	CHK	120500 EmpAdvance			800.00 USD
	000000016		Team Building Session	CHK	120500 EmpAdvance			300.00 USD
	000000015		Off-site Meeting	CHK	120500 EmpAdvance			25.00 USD
	000000014		Regional Meeting	CHK	120500 EmpAdvance			75.00 USD
	000000013		General Travel and Expense	CHK	120500 EmpAdvance			125.00 USD
	000000012		General Travel and Expense	CHK	120500 EmpAdvance			100.00 USD
	000000011		Customer Visit	CHK	120500 EmpAdvance			300.00 USD
	000000010		Regional Meeting	CHK	120500 EmpAdvance			250.00 USD
	000000009		Customer Visit	TCHK	120500 EmpAdvance			200.00 USD
	000000006		Off-site Meeting	CHK	120500 EmpAdvance			300.00 USD
	000000005		User Conference	CHK	120500 EmpAdvance			1,000.00 USD
	000000004		Trade Show	CHK	120500 EmpAdvance			750.00 USD
	000000003		Customer Visit	TCHK	120500 EmpAdvance			500.00 USD

120500	EmpAdvance	4,725.00	USD
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- End of Report -

Total Transactions	Total Cash Advances
13	4,725.00 USD



Cash Advances by Business Unit

Business Unit US001	Description US001 NEW YORK OPERATIONS	Report Print Date 08/19/2006	Page Number 1 of 1
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Employee ID / Name	Advance ID	Reference	Business Purpose	Source	Dept	Account	Project ID	Product	Amount
KU0042 Schumacher,Kenneth	0000000017		General Travel and Expense	CHK	41000	120500 EmpAdvance			800.00 USD
	0000000016		Team Building Session	CHK	41000	120500 EmpAdvance			300.00 USD
	0000000015		Off-site Meeting	CHK	41000	120500 EmpAdvance			25.00 USD
	0000000014		Regional Meeting	CHK	41000	120500 EmpAdvance			75.00 USD
	0000000013		General Travel and Expense	CHK	41000	120500 EmpAdvance			125.00 USD
	0000000012		General Travel and Expense	CHK	41000	120500 EmpAdvance			100.00 USD
	0000000011		Customer Visit	CHK	41000	120500 EmpAdvance			300.00 USD
	0000000010		Regional Meeting	CHK	41000	120500 EmpAdvance			250.00 USD
	0000000009		Customer Visit	TCHK	41000	120500 EmpAdvance			200.00 USD
	0000000006		Off-site Meeting	CHK	41000	120500 EmpAdvance			300.00 USD
	0000000005		User Conference	CHK	41000	120500 EmpAdvance			1,000.00 USD
	0000000004		Trade Show	CHK	41000	120500 EmpAdvance			750.00 USD
	0000000003		Customer Visit	TCHK	41000	120500 EmpAdvance			500.00 USD

120500	EmpAdvance	4,725.00	USD
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- End of Report -

Total Transactions	Total Cash Advances
13	4,725.00 USD



Cash Advance Aging by Department

Department 41000	Description Engineering	Business Unit US001	Report Print Date 8/19/2006	Page Number 1 of 1
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Employee ID / Name	Advance ID	Business Purpose	Payment Date	Advance Amount	Days Outstanding
KU0042 Schumacher,Kenneth	0000000009	Customer Visit	10/31/2003	200.00 USD	1,023

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

- End of Report -

Total Advances 2	Total Advance Amount 700.00 USD
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Cash Advance Aging by Business Unit

Business Unit US001	Description US001 NEW YORK OPERATIONS	Report Print Date 8/19/2006	Page Number 1 of 1
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Employee ID / Name	Advance ID	Business Purpose	Department	Payment Dat	Advance Amount	Days Outstanding
KU0042 Schumacher,Kenneth	000000009	Customer Visit	41000	10/31/2003	200.00 USD	1,023

Employee ID / Name	Advance ID	Business Purpose	Department	Payment Dat	Advance Amount	Days Outstanding
KU0042 Schumacher,Kenneth	000000003	Customer Visit	41000	8/15/2000	500.00 USD	2,195

- End of Report -

Total Advances	Total Advance Amount
2	700.00 USD



Time Report **0000000112** **Version** **Original**

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

Project Hours

Period Ending	Line Number	Business Unit	Project ID	Activity ID	Billing Action	Country	State	Total
2/28/2005	1	US004	DATA-WAREHOUS	0000000000000003	Billable			32.00
	2	US004	DATA-WAREHOUS	0000000000000002	Billable			40.00
Total								72.00

Policy Hours

Period Ending	Line Number	Description
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I certify that the information provided above is an accurate record of time worked by me.

Employee Signature	Date
Approved By	Date
Approved By	Date

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



Vendor Payments	Report Print Date 8/19/2006	Page Number 1 of 1
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Vendor ID: **USA0000030** Vendor Name: **American Express (Credit Credit #3)**

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