

EXPENSE REPORT

Name: McRainey, J. C. Ref. No.: 06577 Position: Captain

Travel Order/Pass No.: MP/L-70-TO-2026 Permanent Station: VTE

Period From K17 To K21

Purpose of Trip Ferry 576 TPE-VTE

STATION	DATE	ROOM	MEALS-SELF	MEALS-OTHER (DETAILS BELOW)	TAXI, CAR FARE	MISCELLANEOUS (DETAILS BELOW)	PER DIEM	TOTAL	
								LOCAL CURRENCY	US \$
									52.93
									52.93

Details: Transportation via Commercial air from VTE/BKK/HKG/TPE - per A/DFD TPE 230743 attached.

Total Expense \$52.93 ✓
 Advance Received _____
 (See T/O attached)
 Balance on hand/Due \$52.93 ✓
 Employee's Signature J C McRainey
 Date Reported 3 Nov 70

<u>TITLE</u>	<u>APPROVALS</u> <u>SIGNATURE</u>	<u>DATE</u>
<u>CP/L</u>	Original Signed By <u>J. H. Rhyne</u>	<u>103</u>
<u>BMVTE</u>	Original Signed By <u>J.E. Baird</u>	
	Original Signed By <u>J.E. Baird</u>	

Credit my account on Company books

Forward check for expense due to:

Amount Refunded to Co. _____
(SIGNATURE OF CASHIER)

Address _____

Audited by SP
(See instructions on reverse side)

EXPENSE REPORT INSTRUCTION

The following instructions will assist in the preparation of Expense Reports. So that expense may be properly recorded, it is important that each employee follow these instructions:

1. List Employee's Reference Number, Travel Order Number, position with the Company and permanent station.
2. State the purpose of the trip in clear concise terms.
3. List the stations and dates expenses were incurred.
4. Details must be listed to support all miscellaneous expense items. Show conversion rates where applicable.
5. List all advances received. Refund of all or a portion of the advance shall be in the same or similar currency as the advance.
6. Originator must sign.
7. If employee's account on Company books is to be credited, check block provided.
8. If payment is to be mailed other than to employee's home station, state location in space provided. If to a bank account the full identification of the account should be given.
9. When reporting in two currencies and one currency is employee's home station, use two separate ER's.
10. If travel covers more than eight days, use as many ER's as necessary and carry totals forward to each succeeding page.
11. Reports must be submitted no later than 10 days after completion of travel or after expenses are incurred.
12. Employees should retain a copy of all reports submitted for future reference.
13. Unused portions of advances should be returned to the cashier at the Company office where travel is terminated and the receipt attached to the Expense Report.
14. Obtain proper station approval before forwarding to Home Office.
15. Copy of Travel Order and Passenger Coupon or Ticket Stub must be attached if commercial transportation is used. Time and date of departure and arrival must be noted in the "Details" column if travel not by commercial flight.
16. Persons not entitled to an expense account must use the line identified as "Per Diem". When portions of a day are involved, the line items which are the components of per diem must be used. Persons entitled to an expense account will not, of course, use the "Per Diem" line.
17. Persons on TCS status at a given station for more than 30 days must request an extension of TCS in sufficient time for prior approval to be given. This approval must be attached to the Expense Report.
18. List from...to...by details on taxi charges if over US\$1.00 per day.
19. The visiting employee must check with the Station Manager of destination to determine if Company-provided accommodation is available.