Project Title: Master Agreements for Technical Staff Augmentation Services

Expense Statement Sample

Joe Smith
PM name
1111
_V4

Period

8/1/2010
8/30/2010

RECEIPTS REQUIRED

Date - Per day (separate trips as shown below)	Description/Reason for Trip	Airfare	Transportation (taxi, public, car rental) expenses	Parking/ Tolls	Miles	Mileage rate	Lodging	Breakfast \$6 max	Lunch \$10 max	Dinner \$18 max
8/12/2010	Santa Ana trip	150.00	20.00		26.00	13.00	140.00	4.00	9.50	17.50
8/13/2010	Santa Ana trip						140.00	3.50	8.00	14.65
8/14/2010	Santa Ana trip						140.00	5.75	7.65	16.25
8/22/2010	San Diego trip	200.00	5.00				130.00	5.35	8.25	13.85
8/23/2010	San Diego trip		5.00				130.00	4.95	9.75	14.25
8/24/2010	San Diego trip		20.00				130.00	3.85	7.30	17.00
		350.00	50.00	0.00	26.00	13.00	810.00	27.40	50.45	93.50

Total Expenses invoiced this period

Travel Expense balance remaining

NOTE: Travel Expense invoices to be submitted for reimbursement within 60 days of end of month that travel was incurred.

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TOTAL 380.00 166.15 169.65 0.00 362.45 163.95 178.15 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 1,420.35

\$ 1,420.35 \$8,579.65

Project Title: Master Agreements for Technical Staff Augmentation Services

Expense Statement Sample

Key Personnel
Work Order PM
Master #
Work Order #
Project

Period	
From	
То	

RECEIPTS REQUIRED

Date - Per day (separate trips as shown below)	Description/Reason for Trip	Airfare	Transportation (taxi, public, car rental) expenses	Parking/ Tolls	Miles	Mileage rate	Lodging	Breakfast \$6 max	Lunch \$10 max	Dinner \$18 max
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Expenses invoiced this period

Travel Expense balance remaining

NOTE: Travel Expense invoices to be submitted for reimbursement within 60 days of end of month that travel was incurred.

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