

Travel & Expense Account Summary

Employee Name Marcy Mandel
 Expense Dates 11/15/09-11/30/09
 Report Name November 2009

Request Total \$ 1135.45
 Direct Charge Total - 275.20
 Travel Advances - 0.00
 Net Due Employee = 860.25

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	11/29-30LaJolla	263.18
Regular Travel	11/15-19 Sac.	872.27

NOTE: (d)=Direct Charge

DATE	Sun NOV 15	Mon NOV 16	Tue NOV 17	Wed NOV 18	Thu NOV 19	Thu NOV 19				TOTAL
Mileage Personal Auto	5.50				5.50					11.00
Commercial Air Fare (d)	158.60				116.60	42.00				317.20
Lodging	95.33	95.58	95.58	95.58						382.07
Incidentals	6.00	6.00	6.00	6.00						24.00
Lunch		10.00	10.00	10.00	10.00					40.00
Parking, Auto		11.00	11.00	11.00	11.00					44.00
Breakfast			6.00	6.00	6.00					18.00
Dinner			18.00	18.00						36.00
TOTALS \$	265.43	122.58	146.58	146.58	149.10	42.00				872.27

**Travel & Expense Account
Summary**

DATE	Sun Nov 29	Mon Nov 30								TOTAL
Mileage Personal Auto	64.90	64.90								129.80
Lodging		93.38								93.38
Breakfast		6.00								6.00
Lunch		10.00								10.00
Dinner		18.00								18.00
Incidentals		6.00								6.00
TOTALS \$	64.90	198.28								263.18