

Travel & Expense Account Summary

Employee Name John Chiang
 Expense Dates 12/02/09-12/16/09
 Report Name Dec -San Jose-Sacramento

Request Total \$ 567.18
 Direct Charge Total - 280.20
 Travel Advances - 0.00
 Net Due Employee = 286.98

| Trip Totals | | |
|-----------------------|-------------|--------------|
| Trip/Expense Category | Trip Name | Total Amount |
| Regular Travel | Dec. SAC-SF | 317.92 |
| Regular Travel | Dec. SJ/SAC | 249.26 |

NOTE: (d)=Direct Charge

| DATE | Wed Dec 2 | | | | | | | | | TOTAL |
|----------------------------|---------------|--|--|--|--|--|--|--|--|---------------|
| Commercial Air Fare (d) | 153.60 | | | | | | | | | 153.60 |
| Lodging | 95.66 | | | | | | | | | 95.66 |
| TOTALS \$ | 249.26 | | | | | | | | | 249.26 |

| DATE | Mon Dec 14 | Tue Dec 15 | Wed Dec 16 | | | | | | | TOTAL |
|----------------------------|---------------|---------------|---------------|--|--|--|--|--|--|---------------|
| Lodging | 95.66 | 95.66 | | | | | | | | 191.32 |
| Commercial Air Fare (d) | | | 126.60 | | | | | | | 126.60 |
| TOTALS \$ | 95.66 | 95.66 | 126.60 | | | | | | | 317.92 |