Travel & Expense Account Summary

Employee Name	Marcy Mandel			
Expense Dates	01/03/12-01/13/12	**Request Total**	$	1494.03
Report Name	Jan-Feb(early)12	***Direct Charge Total***	-	918.08
		Travel Advances	-	0.00
		Net Due Employee	=	575.95

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Jan11-13NwptBea	253.76
Regular Travel	Jan10-11Sacto	648.80
Regular Travel	Jan3-4Sacto	591.47

NOTE: (d)=Direct Charge

DATE	Tue Jan 3	Wed Jan 4	Wed Jan 4							TOTAL
Commercial Air Fare (d)	201.80	201.80								403.60
Lodging	95.41									95.41
Mileage, Personal Auto	5.55	5.55								11.10
Incidentals	6.00									6.00
Auto Rental (d)		36.96								36.96
Gasoline		5.40								5.40
Parking, Auto		8.00	15.00							23.00
Lunch		10.00								10.00
TOTALS $	308.76	267.71	15.00							591.47

Travel & Expense Account Summary

DATE	Tue Jan 10	Wed Jan 11								TOTAL
Commercial Air Fare (d)	201.80	201.80								403.60
Lodging	94.08									94.08
Incidentals	6.00									6.00
Lunch	10.00									10.00
Dinner	18.00									18.00
Mileage, Personal Auto	5.55	5.55								11.10
Parking, Auto	8.00	8.00								16.00
Auto Rental (d)		73.92								73.92
Gasoline		16.10								16.10
TOTALS $	343.43	305.37								648.80

DATE	Wed Jan 11	Thu Jan 12	Fri Jan 13							TOTAL
Lodging	92.50	94.20								186.70
Incidentals	6.00									6.00
Mileage, Personal Auto	26.09	5.55	29.42							61.06
TOTALS $	124.59	99.75	29.42							253.76