

EXPENSE REPORT

(See Instructions on Reverse Side)

SHEET _____ OF _____

1. Date	2. Transportation	3. Local: Cab, Bus, Etc.	4. Rooms	5. Meals	6. Business Meals	7. Entertainment	8. Telephone and Telegraph	9. Miscellaneous	10. Itinerary, Purpose of Trip, and Explanation of Miscellaneous or Unusual Items (Use Reverse Side or Separate Sheet if Necessary)
9-6-72	\$ 242 00	\$	\$ 1505	\$ 146			\$ 2 24		Seminar speaker * 100 mi. @ .10 mile Provo, Utah, to Salt Lake City to Des. & return.
9-7-72	* 10 00								
Totals: \$ 252 00 \$ [redacted] \$ 1505 \$ 146 \$ [redacted] \$ 2 24 \$ [redacted] = \$ 270 75									11. Total This Sheet

12. DETAIL OF BUSINESS MEALS AND ENTERTAINMENT (Use Reverse Side or Attach Separate Sheet if Additional Space Required)

(a) Date	(b) Amount	(c) Place of Business Meal or Place and Description of Entertainment	(d) Names of Guests	(e) Guests' Company	(f) Relationship of Guests to UCC	(g) Business Purpose (If Expenditure is for Entertainment (Col. 7), also State Nature, Location, and Duration of Business Discussion Preceding or Following the Entertainment)
	\$					
	\$					
	\$					
	\$					
	\$					
	\$					
	\$					

SEP 7 1972
AUDITED
A.P.K.

COMPLETE SECTIONS BELOW ONLY ON LAST SHEET OF SERIES SUBMITTED

13. Total This Sheet (Same as Item 11)	\$ 270 75	ACCOUNTS TO BE CHARGED			CHECK ONE <input checked="" type="checkbox"/> MAIL CHECK <input type="checkbox"/> WILL CALL FOR CHECK <input type="checkbox"/> CHECK ENCLOSED	DATE AND TIME WANTED			
14. Total of Previous Sheets	+\$	UCC UNIT CODE	MAJOR ACCOUNT	DEPT. & SPECIAL	NAT. DIV. & SUB-ACCTS.	AMOUNT	PAY TO (PRINT OR TYPE NAME)	EMPLOYEE NO.	
15. Total All Sheets	-\$ 270 75	CO. (2 DIG.) UNIT (3 DIG.)	(6 DIGITS)	(4 DIGITS)	(3 DIGITS)		H. TRACY HALL		
16. Company Car Expense (Attach UC519-D)	+\$	361	414			\$ 270 75	SEND CHECK OR CANCELLED TICKET TO (NAME)		
17. Total Expenses	-\$ 270 75						1711 No. Lambert Ln. Provo ut 84601		
18. Less: Air Travel Card Purchases	* -\$						ADDRESS	270 PARK FLOOR NO.	
19. Less: Air Travel Advance	** -\$						H. Tracy Hall	DATE	
20. Total Out-of-Pocket Expenses	-\$ 270 75						H. Tracy Hall	DATE	
21. Cash Advance	** \$						H. Tracy Hall	DATE	
22. Less Out-of-Pocket Expenses (Item 20)	-\$ 270 75	Total (Same as Item 17)			\$ 270 75		APPROVAL BY PERSON HIGHER IN AUTHORITY THAN EMPLOYEE	DATE	
23. Balance Due Employee H.T. HALL	OR \$ 270 75	FOR CASHIERS USE ONLY						OTHER APPROVAL (WHEN NECESSARY)	DATE
24. Balance Due UCC	-\$	** 1 0 1 0 0 1 3 1 9 5 4 0 0 0 0 0 0 0 0						DATE	
		* 1 0 1 0 0 2 1 1 0 5 6 0 0 0 0 0						DATE	
							RECEIVED BY	DATE	
							DISBURSEMENT APPROVED (AUTHORIZED SIGNATURE)	DATE	