

EXPENSE REPORTS 2007												
Employee Name:		Perfect Employee		Date submitted:		2/16/2006		Manager Signature or approval attached				
Dept. Code:		Grimes		Dates of expenses:		02/01-02/10						
Dept. Codes		(100) Admin, Legal, Business Analysis (105) Accounting, Internal Systems (115) HR (120) Training (200) Acct Mgmt (210) All Sales (230) Marketing, Product Management, Product Development (300) Development, Reports (308) Client Services Tech Ops (310) Cust. Support (315) Quality Control, Forms (318) IT (330) Client Services Bus Ops (340) OCR Carlsbad (345) OCR Oxford (350) Data Ops (355) Analytic Ops (400) Security										
TRAVEL AND MEALS 2007												
Date	Airfare	Lodging	Ground Trans.	Meals	Mileage 0.485	Other	Client Name	Amt. Billable	Details/Notes	For accounting use only Date Approved: _____ Approved by: _____		
2/5/2007				3.24			McClient	0.00	Breakfast			
2/5/2007				10.06			McClient	0.00	Dinner			
2/5/2007				4.38			McClient	0.00	Lunch			
2/5/2007				1.94			McClient	0.00	water/snack			
2/8/2007				3.21			McClient	0.00	water/snack			
2/6/2007				20.94			McClient	0.00	snacks for client office			
2/7/2007				8.97			McClient	0.00	lunch			
2/8/2007				8.81			McClient	0.00	Lunch			
2/8/2007				5.97			McClient	0.00	Dinner			
2/7/2007		489.35										
2/5/2007	529.11											
Subtotal		\$529.11	\$0.00	\$67.52	\$0.00	\$0.00	Total Travel and Meals		\$1,085.98			
							Minus Advance					
							Travel Reimbursement		\$1,085.98			

Internal Use

6610	\$1,018.46
6520	\$67.52
misc.	\$0.00

continued below

# EXPENSE REPORTS 2007

<b>Page 2</b>	<b>Employee Name:</b>	Perfect Employee	<b>Date submitted:</b>	
<b>Dept. Code:</b>	308	<b>Dept Manager</b>	<b>Dates of expenses:</b>	Grimes
<b>Dept. Codes</b>	(100) Admin, Legal, Business Analysis (105) Accounting, Internal Systems (115) HR (120) Training (200) Acct Mgmt (210) All Sales (230) Marketing, Product Management, Product Development (300) Development, Reports (308) Client Services Tech Ops (310) Cust. Support (315) Quality Control, Forms (318) IT (330) Client Services Bus Ops (340) OCR Carlsbad (345) OCR Oxford (350) Data Ops (355) Analytic Ops (400) Security			

## NON-TRAVEL AND BUSINESS EXPENSES 2007

Date	Office supplies	Computer Supplies	Office Phone	Cell Phone	Postage	ISP	Misc. (NOT MEALS)	Client Name	Details/Notes
<b>subtotal</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Total Non-Travel	\$0.00

Plus Travel Reimbursement from page 1	\$1,085.98
<b>Total Reimbursement</b>	<b>\$1,085.98</b>

<b>Internal Use</b>			
6110	\$0.00	6140	\$0.00
6170	\$0.00	6175	\$0.00
6172	\$0.00	misc.	\$0.00

Please print and return hardcopies and receipts to: Office Manager, 1214 Office Park Dr., Oxford, MS 38655;  
 Do NOT Fed-Ex; USPS Priority Mail is sufficient  
 Remember to attach supervisor approval before submitting

Jennifer McGonagill "The Travel Desk"  
662 513 4462 Office 662 816 9577 Cell  
travel@lists.fncinc.com

ITINERARY INVOICE  
PAGE NO. 1  
PNR: 1P-2384L4

FNC INC  
1214 OFFICE PARK DRIVE  
OXFORD MS 38655

NAME



ACCOUNT NO.

2202

DATE

30JAN07

CO DATE CITY-AIRPORT

A MO 05FEB LV MEMPHIS

AR CHARLOTTE

310P

US AIRWAYS

2506S OK

OSTOP CRJ

OPERATED BY US AIRWAYS EXPRESS-PSA AIRLINES

US CONFO \*EMHXNS

SEAT



A MO 05FEB LV CHARLOTTE

AR JACKSONVILLE FLA

745P

US AIRWAYS

1921S OK

OSTOP 734

US CONFO \*EMHXNS

SEAT



TOTAL: 589.11  
last pg  
on

SEE NEXT PAGE  
FOR  
TAX

AIR FARE 452.10  
TAX 68.01  
TOTAL AIR FARE 520.11  
SERVICE FEE 9.00

TICKET NUMBER(S) : 0377661308384

A TH 08 FEB LV CHARLOTTE 510P US AIRWAYS 2587S OK  
AR MEMPHIS 555P  
OPERATED BY US AIRWAYS EXPRESS-PSA AIRLINES  
US CONFO \*EMHXNS  
SEAT 10-A \*\*RESERVED\*\*  
MULLINS/MICHAEL

A TH 08 FEB LV JACKSONVILLE FLA 140P US AIRWAYS 1802S OK  
AR CHARLOTTE 255P  
US CONFO \*EMHXNS  
SEAT 20-F \*\*RESERVED\*\*  
MULLINS/MICHAEL  
OSTOP 733

ROOM SELECTED AT CHECK IN  
RATE INFO-139.00  
CANCEL ROOMTS-6PM CXL ON ARR DATE  
PERSONS INCLUDED IN RATE-1  
ZD000018094  
RATE GUARANTEED-USD

H MO 05 FEB HILTON GARDEN INN PONTE VEDRA  
45 PGA TOUR BOULEVARD  
JACKSONVILLE FL 32082  
PHONE-904 280 1661  
FAX-904 280 1544  
CONFO-3264073693  
CHECK IN- 05 FEB MON/1500  
CHECK OUT-08 FEB THU/1200  
GUARANTEED TO CREDIT CARD-VI

PAYMENT DUE UPON RECEIPT - 1.5% PER MONTH INTEREST CHARGE WILL BE APPLIED TO ALL PAST DUE INVOICES.

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.

TOTAL AMOUNT		-489.35
TIPS & MISC.		
TAXES		
PURCHASES & SERVICES		
AUTHORIZATION	08335A	INITIAL
DATE OF CHARGE	02/05/07	FOLIO NO./CHECK NO.
	98018	A

ACCOUNT NO.	VS *9525
CARD MEMBER NAME	MULLINS, MICHAEL
ESTABLISHMENT NO. & LOCATION	ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT
CARD MEMBER'S SIGNATURE	X

DATE	REFERENCE	DESCRIPTION	AMOUNT
02/07/07	329574	STATE TAX	\$8.34
02/07/07	329574	OCCUPANCY TAX	\$4.17
02/08/07	329619	*CAFE DELIGHTS	\$11.49
02/08/07	329621	VS *9525	(\$489.35)
		** BALANCE **	\$0.00



Official Sponsor  
USA  
HILTON  
HOMEWOOD  
SUITES  
Hilton  
Grand Vacations Club

02/08/07 PAGE 2

CONFIRMATION NUMBER : 3264073693

*Folio*

Room 607/K1W  
Arrival Date 02/05/07 10:50PM  
Departure Date 02/08/07 7:52AM | LV2  
Adult/Child 1/0  
Room Rate 139.00  
RATE PLAN  
HH#  
AL:  
CAR:

45 PGA Tour Blvd. • Ponte Vedra, FL 32082  
Phone (904) 280-1661 • Fax (904) 280-1544  
Reservations  
www.hiltongardeninn.com or 1 877 STAY HGI



Name & Address

(CO)DE: A-AIR H-HOTEL C-CAR T-TOUR S-SURFACE V-OTHER TRVL SVCS  
(ST)ATUS:OK-CONFIRMED WL-WAITLIST RQ-REQUESTED NS-NO SEAT SA-STANDBY

THANK YOU FOR CHOOSING THE TRAVEL DESK

NONREFUNDABLE/NONTRANSFERABLE\*\*PENALTIES AND FEES APPLY TO CHANGES

THIS AMOUNT WILL BE CHARGED TO CREDIT CARD: VI

AMOUNT CHARGED

529.11

45 PGA Tour Blvd. • Ponte Vedra, FL 32082  
 Phone (904) 280-1661 • Fax (904) 280-1544  
 Reservations  
 www.hiltongardeninn.com or 1 877 STAY HGI



Name & Address

Room 607/K1W  
 Arrival Date 02/05/07 10:50PM  
 Departure Date 02/08/07 7:52AM  
 Adult/Child 1/0  
 Room Rate 139.00  
 LV2

RATE PLAN  
 HH#  
 AL:  
 CAR:

CONFIRMATION NUMBER : 3264073693

02/08/07 PAGE 1

*Folio*

DATE	REFERENCE	DESCRIPTION	AMOUNT
02/05/07	328926	PAVILION PANTRY - BEVERAGE	\$1.50
02/05/07	328926	SALES TAX	\$0.09
02/05/07	328927	PAVILION PANTRY - FOOD	\$5.00
02/05/07	328927	SALES TAX	\$0.30
02/05/07	328928	PAVILION PANTRY - FOOD	\$2.50
02/05/07	328928	SALES TAX	\$0.15
02/05/07	329026	GUEST ROOM	\$139.00
02/05/07	329026	STATE TAX	\$8.34
02/05/07	329026	OCCUPANCY TAX	\$4.17
02/06/07	329074	PAVILION PANTRY - BEVERAGE	\$4.50
02/06/07	329074	SALES TAX	\$0.27
02/06/07	329188	PAVILION PANTRY - BEVERAGE	\$1.25
02/06/07	329188	SALES TAX	\$0.08
02/06/07	329189	PAVILION PANTRY - FOOD	\$1.25
02/06/07	329189	SALES TAX	\$0.08
02/06/07	329296	GUEST ROOM	\$139.00
02/06/07	329296	STATE TAX	\$8.34
02/06/07	329296	OCCUPANCY TAX	\$4.17
02/07/07	329357	PAVILION PANTRY - BEVERAGE	\$4.50
02/07/07	329357	SALES TAX	\$0.27
02/07/07	329459	PAVILION PANTRY - BEVERAGE	\$1.50
02/07/07	329459	SALES TAX	\$0.09
02/07/07	329574	GUEST ROOM	\$139.00
TOTAL AMOUNT			0.00

ACCOUNT NO. \_\_\_\_\_

CARD MEMBER NAME \_\_\_\_\_

ESTABLISHMENT NO. & LOCATION \_\_\_\_\_

ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT \_\_\_\_\_

CARD MEMBER'S SIGNATURE \_\_\_\_\_

DATE OF CHARGE \_\_\_\_\_

FOLIO NO./CHECK NO. 98018 A

AUTHORIZATION INITIAL \_\_\_\_\_

PURCHASES & SERVICES \_\_\_\_\_

TAXES \_\_\_\_\_

TIPS & MISC. \_\_\_\_\_

TOTAL AMOUNT 0.00

PAYMENT DUE UPON RECEIPT - 1.5% PER MONTH INTEREST CHARGE WILL BE APPLIED TO ALL PAST DUE INVOICES.

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.

The Hilton Family



EMERALD SUITES



Hilton Garden Inn



Grand Vacations Club



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