ACCOUNTABLE PLAN WORKSHEET

Ordinary and necessary business-related expenses as described in Company Policy and Procedures and as set forth by the Internal Revenue Service (Reg. 1.62-2).

Employee _____ **Period Beginning** _____ **Period Ending** _____

Date	Business Entertain-ment	Supplies	Travel -- Air, Hotel, Transport.	Travel Meals	Other	Business Miles Begin. Odometer _____	Home Office Utilities, Repairs, Rent, Insurance	Business Purpose / Explanation
Total From Side 2:								
						Total Miles _____ X .____ per mi.	**Total House Exp.** _____ X (Bus. Sq. Ft. / Total Sq. Ft.)	
TOTAL EXPENSES								**TOTAL BUSINESS EXPENSES** _____

Ending Odometer _____

Employee's Signature _____ **Date Submitted** _____ **Date Reimbursed** _____

ACCOUNTABLE PLAN WORKSHEET **(continued)**

Date	Business Entertain-ment	Supplies	Travel -- Air, Hotel, Transport.	Travel Meals	Other	Business Miles	Home Office Utilities, Repairs, Rent, Insurance	Business Purpose / Explanation
Total Side 2								