

**THIS IS NOT AN OFFICIAL INTERNAL REVENUE FORM**

**Table 7. Weekly Traveling Expense and Entertainment Record**

From: August 3, 1997

To: August 9, 1997

Name: Bill Wilson

| Expenses   | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Total  |
|--|--------|--------|---------|-----------|----------|--------|----------|--------|
| <b>1. Travel Expenses:</b>   |        |        |         |           |          |        |          |        |
| Airlines   |        |        |         |           |          |        |          |        |
| Excess baggage   |        |        |         |           |          |        |          |        |
| Bus - Train  |        |        |         |           |          |        |          |        |
| Cab and Limousine  |        |        |         |           |          |        |          |        |
| Tips   |        |        |         |           |          |        |          |        |
| Porter   |        |        |         |           |          |        |          |        |
| <b>2. Meals and Lodging:</b>   |        |        |         |           |          |        |          |        |
| Breakfast  |        |        | 6 75    | 6 00      | 5 25     | 7 00   |          | 25 00  |
| Lunch  |        | 9 75   | 10 00   | 9 25      | 8 25     | 8 50   |          | 45 75  |
| Dinner   |        | 22 00  | 18 25   | 17 50     |          |        |          | 57 75  |
| Hotel and Motel<br>(Detail in Schedule B)  |        | 50 00  | 50 00   | 50 00     | 45 00    |        |          | 195 00 |
| <b>3. Entertainment</b><br>(Detail in Schedule C)  |        |        |         |           | 50 00    |        |          | 50 00  |
| <b>4. Other Expenses:</b>  |        |        |         |           |          |        |          |        |
| Postage  |        |        |         |           |          |        |          |        |
| Telephone & Telegraph  |        | 1 50   |         |           |          | 1 00   |          | 2 50   |
| Stationery & Printing  |        |        |         |           |          |        |          |        |
| Stenographer   |        |        |         |           |          |        |          |        |
| Sample Room  |        |        | 15 00   | 15 00     |          |        |          | 30 00  |
| Advertising  |        |        |         |           |          |        |          |        |
| Assistant(s) & Model(s)  |        |        | 20 00   | 20 00     |          |        |          | 40 00  |
| Trade Shows  |        |        |         |           |          |        |          |        |
| <b>5. Car Expenses:</b> (List all car expenses - the division between business and personal expenses may be made at the end of the year.)<br>(Detail mileage in Schedule A.) |        |        |         |           |          |        |          |        |
| Gas, oil, lube, wash   |        |        |         |           |          |        |          |        |
| Repairs, parts   |        |        |         |           |          |        |          |        |
| Tires, supplies  |        |        |         |           |          |        |          |        |
| Parking fees, tolls  |        | 4 00   |         |           | 3 00     | 3 00   |          | 10 00  |
| <b>6. Other (Identify)</b>   |        |        |         |           |          |        |          |        |
| <b>Total</b>   |        | 87 25  | 120 00  | 117 75    | 111 50   | 19 50  |          | 456 00 |

**Note:** Attach receipted bills for (1) ALL lodging and (2) any other expenses of \$75.00 or more.

**Schedule A - Car**

|                         |        |        |        |        |        |     |
|-------------------------|--------|--------|--------|--------|--------|-----|
| <b>Mileage:</b> End     | 57,600 | 57,620 | 57,650 | 57,660 | 57,840 |     |
| Start                   | 57,445 | 57,600 | 57,620 | 57,650 | 57,660 |     |
| <b>Total</b>            | 155    | 20     | 30     | 10     | 180    | 395 |
| <b>Business Mileage</b> | 155    | 20     | 30     | 10     | 170    | 385 |

**Schedule B - Lodging**

| Hotel or Motel | Name | City | Bay Hotel | Bay Hotel | Bay Hotel | Modern Hotel | Troy |
|----------------|------|------|-----------|-----------|-----------|--------------|------|
|                |      |      | Albany    | Albany    | Albany    | Troy         |      |

**Schedule C - Entertainment**

| Date           | Item   | Place              | Amount | Business Purpose  | Business Relationship |
|----------------|--------|--------------------|--------|-------------------|-----------------------|
| August 9, 1997 | Bar    | John's Steak House | 15 00  | Discuss purchases | Smith-Attire Co.      |
|                | Dinner | Troy               | 35 00  |                   |                       |
|                |        |                    |        |                   |                       |
|                |        |                    |        |                   |                       |

WEEKLY REIMBURSEMENTS:

Travel and transportation expenses . . . . . N/A  
 Other reimbursements . . . . . \_\_\_\_\_  
 TOTAL . . . . . \_\_\_\_\_