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:								

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