

Set Up

Jamesway Incubator Company					
Travel Expense Report Setup				Rev 1.28	
Before using the Travel Expense Report forms please fill in the following grayed sections:					
Name:					
Department:	Consulting				
Department #:	240				
Home Currency:	USD				
Company Name:	Jamesway Incubator	If you get paid by Jamesway U.S. use: Jamesway Incubator Company If you get paid by Jamesway Canada use: Jamesway Incubator Company Ltd.			
Rate for Business Miles or KMs	0.461	Note Default Rate:	CND 0.234 / km		
			USD 0.461 / mile		
Notes:					
When the expenses are already in the home currency ensure that the conversion rate is set to 1.0					
Before printing a page ensure that scaling is set to fit 1 page by 1 page. You can accomplish this by choosing:					
	File				
	Print				
	Page Setup				
The scaling option is located in the middle of the dialog box.					

JAMESWAY INCUBATOR
TRAVEL EXPENSE REPORT SUMMARY PAGE

NAME _____ 0
 SIGNATURE _____
 DATE _____ 25-May-20
 DEPARTMENT & NO Consulting 240

Currency: USD

REPORT PERIOD		TO:	
AUDIT	DATE	DEPARTMENT	DATE
SUPERVISOR	DATE	ACCOUNTING	DATE

DESCRIPTION	EXPENSE TOTALS FROM PAGE 1	EXPENSE TOTALS FROM PAGE 2	EXPENSE TOTALS FROM PAGE 3	EXPENSE TOTALS FROM PAGE 4	EXPENSE TOTALS FROM PAGE 5	EXPENSE TOTALS FROM PAGE 6	EXPENSE TOTALS FROM PAGE 7	EXPENSE TOTALS FROM PAGE 8	EXPENSE TOTALS FROM PAGE 9	EXPENSE TOTALS FROM PAGE 10	TOTALS	ACCOUNTING NUMBERS
WORKING CITY/COUNTRY	0	0	0	0	0	0	0	0	0	0		
BUSINESS MILES or KM'S RATE= c/ML/KM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
HOTEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	990401
LAUNDRY & CLEANING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	990401
MEALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	990404
BUSINESS MEALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	990404
TIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	990404
ENTERTAINMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	990404
MILEAGE ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	990403
COMPANY AUTOMOBILE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	990403
PARKING & TOLLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	990403
CABS or RENTAL CAR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	990403
TELECOMMUNICATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	991501
AIRFARES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	990402
COURIER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	991503
OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	991001
POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	991504
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	

EXPENSES BILLED TO COMPANY					SUMMARY		
DATE	DESCRIPTION	AMOUNT	CONV. FACTOR	CDN or US ¹			
				0.00			TOTAL PAID BY YOU 0.00
				0.00			TOTAL BILLED TO COMPANY 0.00
				0.00			TOTAL EXPENSES 0.00
				0.00			TOTAL PAID BY YOU 0.00
				0.00			LESS ADVANCEEE RECEIVED
				0.00			AMOUNT TO BE REIMBURSED: or 0.00
				0.00			AMOUNT TO BE REPAYED TO COMPANY 0.00

¹ NOTE: ANY EXPENSES BILLED TO COMPANY MUST BE CONVERTED TO CURRENCE SHOWN ON THIS SUMMARY PAGE (EITHER TO CANADIAN DOLLARS (CDN) or US DOLLARS)

JAMESWAY INCUBATOR

Rev 1.28

TRAVEL EXPENSE REPORT

NAME 0
 SIGNATURE _____
 COUNTRY _____
 CONVERSION RATE 1.0000 TO USD

DEPARTMENT Consulting
 WEEK ENDING DATE 18-May-13

DESCRIPTION	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS LOCAL CURRENCY	TOTALS USD
DATE	5/12/2013	5/13/2013	5/14/2013	5/15/2013	5/16/2013	5/17/2013	5/18/2013		
WORKING CITY/COUNTRY									
BUSINESS MILES or KM'S RATE=0.461 c/ML/KM					0.0	0.0		0.0	0.0
HOTEL	0.00					0.00	0.00	0.00	\$0.00
LAUNDRY & CLEANING							0.00	0.00	\$0.00
MEALS							0.00	0.00	\$0.00
BUSINESS MEALS								0.00	\$0.00
TIPS								0.00	\$0.00
ENTERTAINMENT								0.00	\$0.00
MILEAGE ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
COMPANY AUTOMOBILE								0.00	\$0.00
PARKING & TOLLS								0.00	\$0.00
CABS or RENTAL CAR								0.00	\$0.00
TELECOMMUNICATIONS								0.00	\$0.00
AIRFARES								0.00	\$0.00
COURIER								0.00	\$0.00
OFFICE SUPPLIES								0.00	\$0.00
POSTAGE								0.00	\$0.00
MISCELLANEOUS								0.00	\$0.00
OTHER								0.00	\$0.00
OTHER								0.00	\$0.00
TOTALS (LOCAL CURRENCY)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL USD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00

JAMESWAY INCUBATOR

Rev 1.28

TRAVEL EXPENSE REPORT

NAME 0
 SIGNATURE _____
 COUNTRY _____
 CONVERSION RATE 1.0000 **TO USD**

DEPARTMENT Consulting
 WEEK ENDING DATE 25-May-13

DESCRIPTION	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS LOCAL CURRENCY	TOTALS USD
DATE	5/19/2013	5/20/2013	5/21/2013	5/22/2013	5/23/2013	5/24/2013	5/25/2013		
WORKING CITY/COUNTRY									
BUSINESS MILES or KM'S RATE=0.461 c/ML/KM			0.00					0.0	0.00
HOTEL	0.00	0.00						0.00	0.00
LAUNDRY & CLEANING								0.00	0.00
MEALS								0.00	0.00
BUSINESS MEALS			0.00					0.00	0.00
TIPS								0.00	0.00
ENTERTAINMENT								0.00	0.00
MILEAGE ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMPANY AUTOMOBILE								0.00	0.00
PARKING & TOLLS								0.00	0.00
CABS or RENTAL CAR								0.00	0.00
TELECOMMUNICATIONS								0.00	0.00
AIRFARES								0.00	0.00
COURIER								0.00	0.00
OFFICE SUPPLIES								0.00	0.00
POSTAGE								0.00	0.00
MISCELLANEOUS								0.00	0.00
OTHER								0.00	0.00
OTHER								0.00	0.00
TOTALS (LOCAL CURRENCY)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL USD	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00

JAMESWAY INCUBATOR

Rev 1.28

TRAVEL EXPENSE REPORT

NAME 0
 SIGNATURE _____
 COUNTRY _____
 CONVERSION RATE 1.0000 TO USD

DEPARTMENT Consulting
 WEEK ENDING DATE 1-Jun-13

DESCRIPTION	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS	
								LOCAL CURRENCY	USD
DATE	5/26/2013	5/27/2013	5/28/2013	5/29/2013	5/30/2013	5/31/2013	6/1/2013		
WORKING CITY/COUNTRY									
BUSINESS MILES or KM'S RATE=0.461 c/ML/KM								0.0	0.00
HOTEL								0.00	0.00
LAUNDRY & CLEANING								0.00	0.00
MEALS								0.00	0.00
BUSINESS MEALS								0.00	0.00
TIPS								0.00	0.00
ENTERTAINMENT								0.00	0.00
MILEAGE ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMPANY AUTOMOBILE								0.00	0.00
PARKING & TOLLS								0.00	0.00
CABS or RENTAL CAR								0.00	0.00
TELECOMMUNICATIONS								0.00	0.00
AIRFARES								0.00	0.00
COURIER								0.00	0.00
OFFICE SUPPLIES								0.00	0.00
POSTAGE								0.00	0.00
MISCELLANEOUS								0.00	0.00
OTHER								0.00	0.00
OTHER								0.00	0.00
TOTALS (LOCAL CURRENCY)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL USD	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00

JAMESWAY INCUBATOR

Rev 1.28

TRAVEL EXPENSE REPORT

NAME 0
 SIGNATURE _____
 COUNTRY _____
 CONVERSION RATE 1.0000 TO USD

DEPARTMENT Consulting
 WEEK ENDING DATE 8-Jun-13

DESCRIPTION	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS LOCAL CURRENCY	TOTALS USD
DATE	6/2/2013	6/3/2013	6/4/2013	6/5/2013	6/6/2013	6/7/2013	6/8/2013		
WORKING CITY/COUNTRY									
BUSINESS MILES or KM'S RATE=0.461 c/ML/KM								0.00	0.00
HOTEL								0.00	0.00
LAUNDRY & CLEANING								0.00	0.00
MEALS								0.00	0.00
BUSINESS MEALS								0.00	0.00
TIPS								0.00	0.00
ENTERTAINMENT								0.00	0.00
MILEAGE ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMPANY AUTOMOBILE								0.00	0.00
PARKING & TOLLS								0.00	0.00
CABS or RENTAL CAR								0.00	0.00
TELECOMMUNICATIONS								0.00	0.00
AIRFARES								0.00	0.00
COURIER								0.00	0.00
OFFICE SUPPLIES								0.00	0.00
POSTAGE								0.00	0.00
MISCELLANEOUS								0.00	0.00
OTHER								0.00	0.00
OTHER								0.00	0.00
TOTALS (LOCAL CURRENCY)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL USD	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00

JAMESWAY INCUBATOR

Rev 1.28

TRAVEL EXPENSE REPORT

NAME 0
 SIGNATURE _____
 COUNTRY _____
 CONVERSION RATE 1.0000 TO USD

DEPARTMENT Consulting
 WEEK ENDING DATE 15-Jun-13

DESCRIPTION	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS	
								LOCAL CURRENCY	USD
DATE	6/9/2013	6/10/2013	6/11/2013	6/12/2013	6/13/2013	6/14/2013	6/15/2013		
WORKING CITY/COUNTRY									
BUSINESS MILES or KM'S RATE=0.461 c/ML/KM								0.00	0.00
HOTEL								0.00	0.00
LAUNDRY & CLEANING								0.00	0.00
MEALS								0.00	0.00
BUSINESS MEALS								0.00	0.00
TIPS								0.00	0.00
ENTERTAINMENT								0.00	0.00
MILEAGE ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMPANY AUTOMOBILE								0.00	0.00
PARKING & TOLLS								0.00	0.00
CABS or RENTAL CAR								0.00	0.00
TELECOMMUNICATIONS								0.00	0.00
AIRFARES								0.00	0.00
COURIER								0.00	0.00
OFFICE SUPPLIES								0.00	0.00
POSTAGE								0.00	0.00
MISCELLANEOUS								0.00	0.00
OTHER								0.00	0.00
OTHER								0.00	0.00
TOTALS (LOCAL CURRENCY)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL USD	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00

JAMESWAY INCUBATOR

Rev 1.28

TRAVEL EXPENSE REPORT

NAME 0
 SIGNATURE _____
 COUNTRY _____
 CONVERSION RATE 1.0000 TO USD

DEPARTMENT Consulting
 WEEK ENDING DATE 22-Jun-13

DESCRIPTION	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS LOCAL CURRENCY	TOTALS USD
DATE	6/16/2013	6/17/2013	6/18/2013	6/19/2013	6/20/2013	6/21/2013	6/22/2013		
WORKING CITY/COUNTRY									
BUSINESS MILES or KM'S RATE=0.461 c/ML/KM								0.00	0.00
HOTEL								0.00	0.00
LAUNDRY & CLEANING								0.00	0.00
MEALS								0.00	0.00
BUSINESS MEALS								0.00	0.00
TIPS								0.00	0.00
ENTERTAINMENT								0.00	0.00
MILEAGE ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMPANY AUTOMOBILE								0.00	0.00
PARKING & TOLLS								0.00	0.00
CABS or RENTAL CAR								0.00	0.00
TELECOMMUNICATIONS								0.00	0.00
AIRFARES								0.00	0.00
COURIER								0.00	0.00
OFFICE SUPPLIES								0.00	0.00
POSTAGE								0.00	0.00
MISCELLANEOUS								0.00	0.00
OTHER								0.00	0.00
OTHER								0.00	0.00
TOTALS (LOCAL CURRENCY)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL USD	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00

JAMESWAY INCUBATOR

Rev 1.28

TRAVEL EXPENSE REPORT

NAME 0
 SIGNATURE _____
 COUNTRY _____
 CONVERSION RATE 1.0000 TO USD

DEPARTMENT Consulting
 WEEK ENDING DATE 29-Jun-13

DESCRIPTION	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS LOCAL CURRENCY	TOTALS USD
DATE	6/23/2013	6/24/2013	6/25/2013	6/26/2013	6/27/2013	6/28/2013	6/29/2013		
WORKING CITY/COUNTRY									
BUSINESS MILES or KM'S RATE=0.461 c/ML/KM								0.00	0.00
HOTEL								0.00	0.00
LAUNDRY & CLEANING								0.00	0.00
MEALS								0.00	0.00
BUSINESS MEALS								0.00	0.00
TIPS								0.00	0.00
ENTERTAINMENT								0.00	0.00
MILEAGE ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMPANY AUTOMOBILE								0.00	0.00
PARKING & TOLLS								0.00	0.00
CABS or RENTAL CAR								0.00	0.00
TELECOMMUNICATIONS								0.00	0.00
AIRFARES								0.00	0.00
COURIER								0.00	0.00
OFFICE SUPPLIES								0.00	0.00
POSTAGE								0.00	0.00
MISCELLANEOUS								0.00	0.00
OTHER								0.00	0.00
OTHER								0.00	0.00
TOTALS (LOCAL CURRENCY)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL USD	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00

JAMESWAY INCUBATOR

Rev 1.28

TRAVEL EXPENSE REPORT

NAME 0
 SIGNATURE _____
 COUNTRY _____
 CONVERSION RATE 1.0000 TO USD

DEPARTMENT Consulting
 WEEK ENDING DATE 6-Jul-13

DESCRIPTION	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS LOCAL CURRENCY	TOTALS USD
DATE	6/30/2013	7/1/2013	7/2/2013	7/3/2013	7/4/2013	7/5/2013	7/6/2013		
WORKING CITY/COUNTRY									
BUSINESS MILES or KM'S RATE=0.461 c/ML/KM								0.00	0.00
HOTEL								0.00	0.00
LAUNDRY & CLEANING								0.00	0.00
MEALS								0.00	0.00
BUSINESS MEALS								0.00	0.00
TIPS								0.00	0.00
ENTERTAINMENT								0.00	0.00
MILEAGE ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMPANY AUTOMOBILE								0.00	0.00
PARKING & TOLLS								0.00	0.00
CABS or RENTAL CAR								0.00	0.00
TELECOMMUNICATIONS								0.00	0.00
AIRFARES								0.00	0.00
COURIER								0.00	0.00
OFFICE SUPPLIES								0.00	0.00
POSTAGE								0.00	0.00
MISCELLANEOUS								0.00	0.00
OTHER								0.00	0.00
OTHER								0.00	0.00
TOTALS (LOCAL CURRENCY)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL USD	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00

JAMESWAY INCUBATOR

Rev 1.28

TRAVEL EXPENSE REPORT

NAME 0
 SIGNATURE _____
 COUNTRY _____
 CONVERSION RATE 1.0000 TO USD

DEPARTMENT Consulting
 WEEK ENDING DATE 13-Jul-13

DESCRIPTION	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS LOCAL CURRENCY	TOTALS USD
DATE	7/7/2013	7/8/2013	7/9/2013	7/10/2013	7/11/2013	7/12/2013	7/13/2013		
WORKING CITY/COUNTRY									
BUSINESS MILES or KM'S RATE=0.461 c/ML/KM								0.00	0.00
HOTEL								0.00	0.00
LAUNDRY & CLEANING								0.00	0.00
MEALS								0.00	0.00
BUSINESS MEALS								0.00	0.00
TIPS								0.00	0.00
ENTERTAINMENT								0.00	0.00
MILEAGE ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMPANY AUTOMOBILE								0.00	0.00
PARKING & TOLLS								0.00	0.00
CABS or RENTAL CAR								0.00	0.00
TELECOMMUNICATIONS								0.00	0.00
AIRFARES								0.00	0.00
COURIER								0.00	0.00
OFFICE SUPPLIES								0.00	0.00
POSTAGE								0.00	0.00
MISCELLANEOUS								0.00	0.00
OTHER								0.00	0.00
OTHER								0.00	0.00
TOTALS (LOCAL CURRENCY)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL USD	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00

JAMESWAY INCUBATOR

Rev 1.28

TRAVEL EXPENSE REPORT

NAME 0
 SIGNATURE _____
 COUNTRY _____
 CONVERSION RATE 1.0000 TO USD

DEPARTMENT Consulting
 WEEK ENDING DATE 20-Jul-13

DESCRIPTION	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTALS LOCAL CURRENCY	TOTALS USD
DATE	7/14/2013	7/15/2013	7/16/2013	7/17/2013	7/18/2013	7/19/2013	7/20/2013		
WORKING CITY/COUNTRY									
BUSINESS MILES or KM'S RATE=0.461 c/ML/KM								0.00	0.00
HOTEL								0.00	0.00
LAUNDRY & CLEANING								0.00	0.00
MEALS								0.00	0.00
BUSINESS MEALS								0.00	0.00
TIPS								0.00	0.00
ENTERTAINMENT								0.00	0.00
MILEAGE ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COMPANY AUTOMOBILE								0.00	0.00
PARKING & TOLLS								0.00	0.00
CABS or RENTAL CAR								0.00	0.00
TELECOMMUNICATIONS								0.00	0.00
AIRFARES								0.00	0.00
COURIER								0.00	0.00
OFFICE SUPPLIES								0.00	0.00
POSTAGE								0.00	0.00
MISCELLANEOUS								0.00	0.00
OTHER								0.00	0.00
OTHER								0.00	0.00
TOTALS (LOCAL CURRENCY)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL USD	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00

