EMPLOYEE EXPENSE STATEMENT - Nourison Rug Corp

ALL ORIGINAL RECEIPTS MUST BE ATTACHED

Name: _____ **Employee Department Code (from list below)** _____ **Date** _____

Date	Purpose and location of expense, names and business affiliation of guests, type of entertainment, etc Provide complete details & attach original receipts (for personal car, show origin & destination city, name of customer, and # miles driven for each trip)	Mileage Start	Mileage End	Miles	per mile	Account # from list below	Amount ($)
				-	$ 0.50		$ -
				-	$ 0.50		$ -
				-	$ 0.50		$ -
				-	$ 0.50		$ -
				-	$ 0.50		$ -
				-	$ 0.50		$ -
				-	$ 0.50		$ -
				-	$ 0.50		$ -
				-	$ 0.50		$ -
				-	$ 0.50		$ -
				-	$ 0.50		$ -
				-	$ 0.50		$ -
				-	$ 0.50		$ -
				-	$ 0.50		$ -
				-	$ 0.50		$ -
						TOTAL	**$0.00**

Department Codes & Department Groups

Sales & Marketing groups:

255 Marketing	266 Broadloom Samples	330 Sales-Specialty Accts
260 Broadloom Sales	275 Sales Support-Natl Accts	340 Showrooms excl NY
		345 NY Showroom
263 Broadloom Claims	300 Sales-National Accts	370 Domestics

Warehouse groups:

270 NJ Warehouse 280 GA Warehouse

Administrative groups:

100 Executive	215 General Office	235 IT / EDI
200 Operations	220 Finance & Acctg	250 Design
205 Customer Svce	230 Imports	

Account #'s for Department Groups

Travel includes air / hotel / train / limos / taxi / autos (personal & rental) / tolls / parking / phone

70250	**Travel - Sales/Mktg**
70270	**Meals & Ent - Sales/Mktg**
70300	**Other Exp - Sales/Mktg**
70100	**Travel - Warehouse**
70120	**Meals & Ent - Warehouse**
70730	**Other Exp - Warehouse**
81050	**Travel - Admin**
81060	**Meals & Ent - Admin**
81400	**Other Exp - Admin**

I hereby certify that these are business-related expenses, not personal expenses

Employee's Signature

Manager's Approval and Date