

Expenses form

Nr	Amount	Description	Expense code
1	2.97	Postage of cards	
2	1.15	Fax contract	
3	14.41	Internet access at venue	
4	19.61	Telephone call conference meeting	
5	121.55	Participant reimbursement	
6	45.4	Lunch with visitor	
7	14.83	Ticket to exhibition	
8	399.00	Plane ticket to New York	
9	50.00	Visa for China	
10	21.26	Protective lab coat	

Next

Step 1 - look up codes

Expense type	Expense code
Staff Training & Courses	22108
Travel Overseas	22110
Travel UK	22116
Books & Subscriptions	22032
Credit Card Charges	22163
Protective Clothing	22173
Conference Fees & Expenses	22109
Exceptional Items	22164
Fax Usage	22090
Food & Drink	22151
Entertain/Hosp Business	22113
Entertain/Hosp Staff & Stud	22114
Accommodation Overseas	22112
Accommodation UK	22111
Internet Access	22091
Computer Hardware	22005
Journals	22035
Postage	22104
Professional Subscriptions	22118
Patient/Subject Fees & Exps	22133
Season ticket loans	52056
Stationery & Office Costs	22106
Telephone Calls Business	22092
Tickets - Theatre/Exhib	22167
Visa Fees / Work Permits	22100

Step 2 - enter codes

Expense code

22104

22090

22091

22092

22133

22151


22167

22110

22100

22173

Step 3 - receive feednack



On average you go away for 08.17 s
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