

NAME	Norman B S Jack			COUNTRY	Cyprus				
PERIOD	12-16 February 2001			CURRENCY	Cyprus Pound				
SIGNED				APPROVED					
		DATE						DATE	
Date	Description	Hotel Subsistence Travel Sdry	Employee Personal Incidentals	Non UK Staff Entertainment	Business Entertainment	Other Amount	Account Code	VAT	Total
	Account code	B/H40320	B/H40330	B/H74110	B/H40400				
13-Feb	Petrol	32							32
13-Feb	Tip	1							1
13-Feb	Lunch GB International				28				28
13-Feb	Dinner - M Clarke				45				45
14-Feb	Coffee	2.4							2.4
14-Feb	Samples	3.4							3.4
14-Feb	Parking	2							2
14-Feb	Tip	1							1
15-Feb	Dinner - Namelex				24				24
16-Feb	Hotel	238.97	27.8						266.77
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
	Total to Summary	280.77	27.8	0	97	0	0	0	405.57
	Office Use Only								
Total Personal Cash or Credit Card to summary									

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