

Name	John J. McGlynn, Jr.	Employee Number	509	No.	
Cost Center	New England TAN Office	Cost Center Number	1442	Period Ending	02 / 28 / 81 Mo. Day Yr.

Description Of Activity	Activity Code No.	Total Hours	1 16	2 17	3 18	4 19	5 20	6 21	7 22	8 23	9 24	10 25	11 26	12 27	13 28	14 29	15 30	16 31
GENERAL INSTITUTE ACTIVITIES	10	63		7	7	7	7			7	7	7	7	7				
GRASS ROOTS LOBBYING ACTIVITIES	20																	
HOLIDAY	30	7	7															
VACATION	40																	
SICK/PERSONAL LEAVE	50																	
OTHER	60																	
LEAVE WITHOUT PAY	70																	
TOTAL HOURS		70	7	7	7	7	7			7	7	7	7	7				
SUMMARY OF HOURS (Accounting use only)																		
REGULAR HOURS																		
OVERTIME • STRAIGHT TIME																		
OVERTIME • TIME & ONE HALF																		
TOTAL PAID HOURS																		
ABSENCE WITHOUT PAY																		

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Total Reimbursable Expense \$ 679.54

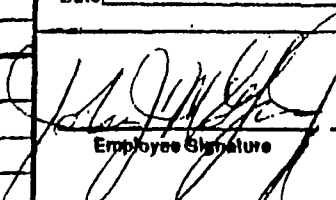
Less Advance ()

Due Employee 679.54

Due T.I. _____

Time & Expense Audited By _____

Date _____

Employee Signature  Date 3/31/81

Approval Signature _____ Date _____

REMARKS (Explanation of all Code 20, 60, and 70 activities) /

0.7033

EXPENSE DETAIL

DATE		2/16/81	2/17/81	2/18/81	2/19/81	2/20/81	2/23/81	2/24/81	2/25/81	TOTALS
REIMBURSABLE EXPENSES	LODGING		35.25						80.94	116.19
	MEALS (Number) \$	() \$	() \$21.00	() \$	() \$8.10	() \$8.50	() \$8.40	() \$6.50	() \$	() \$ 52.50
	AIR TRAVEL									
	AUTOMOBILE RENTAL									
	PERSONAL AUTO. (Miles) \$	() \$	() \$	() \$	() \$	() \$	() \$	() \$	() \$	() \$
	PARKING				6.00	8.00				14.00
	OTHER (Specify) Gas		40.80	10.00		15.00				55.00
	Meals and refreshments		48.50		43.50	18.50			36.75	148.45
	Tips		5.00		12.00	3.00			6.00	26.00
	Tolls		7.50		1.00	1.00	1.00		7.50	18.00
	Postage						15.00	2.15		17.15
	Office Supplies		63.14							63.14
	Car Service		20.21							20.21
TOTAL REIMBURSABLE EXPENSE,			231.80	10.00	70.60	54.00	24.40	8.65	131.19	530.64
ITEMS CHARGED TO INSTITUTE										
TOTAL ITEMS CHARGED										
TOTAL EXPENSES			231.80	10.00	70.60	54.00	24.40	8.65	131.19	530.64

DISTRIBUTION OF EXPENSES

Description	Account Number	Cost Center	Reimbursable Exp.	Cash Expenses	Total Expenses
TRAVEL	3900				
CONF. & MEETINGS	4000				
TOTALS					

PURPOSE OF TRIP/REMARKS

2/17/81 Refreshments prior to and following meeting with Connecticut Vendors (\$41.20)

2/19/81 Refreshments following Rhode Island TAN Adv. Board meeting (\$43.50)

2/20/81 Lunch with Bo Holland (City of Boston) Watching possible anti-smoking laws in Boston (\$18.50)

2/25/81 Refreshments following Connecticut TAN Advisory Board Meeting (\$36.75)

EXPENSE DETAIL

DATE		2/26/81	2/27/81	2/28/81						TOTALS
REIMBURSABLE EXPENSES	LODGING									
	MEALS (Number) \$	() \$12.50	() \$	() \$	() \$	() \$	() \$	() \$	() \$	() \$ 12.50
	AIR TRAVEL									
	AUTOMOBILE RENTAL									
	PERSONAL AUTO. (Miles) \$	() \$	() \$	() \$	() \$	() \$	() \$	() \$	() \$	() \$
	PARKING	5.00								5.00
	OTHER (Specify) Gas		10.00	10.00						20.00
	Meals and refreshments	20.05	56.35							76.40
	Tips	24.00	11.00							35.00
TOTAL REIMBURSABLE EXPENSE,		61.55	77.35	10.00						148.90
ITEMS CHARGED TO INSTITUTE										
TOTAL ITEMS CHARGED										
TOTAL EXPENSES		61.55	77.35	10.00						148.90

DISTRIBUTION OF EXPENSES

Description	Account Number	Cost Center	Reimbursable Exp.	Cash Expenses	Total Expenses
TRAVEL	3900	1442	579.04		579.04
CONF. & MEETINGS	4000				
Postage	5100	1442	17.15		17.15
Office Supplies	5400	1442	63.14		63.14
Field Automobile	4100	1442	20.21		20.21
TOTALS			679.54		679.54

PURPOSE OF TRIP/REMARKS

2/26/81 Refreshments following Massachusetts TAN Advisory Board Meeting (\$20.05)

2/27/81 Meal and refreshments with Steve Finn (E&J Distributors) Discussion of distributor problems in Massachusetts (\$56.35)