SOUTH EAST EXPRESS INC.

2222 CALE YARBOROUGH HWY TIMMONSVILLE, SC 29161
VOICE 843/346-0244 FAX 843/346-7417

REMIT TO:
SOUTH EAST EXPRESS INC.
PO Box 632891
Cincinnati, Oh 45263-2891

SOLD TO
Honda of South Carolina (Purchasing
1111 Honda Way
Timmonsville, S.C. 29161
Attn: Kim Melton

SHIP TO
N/A

Project
022451

07310

INVOICE DATE	SALESPERSON	ORDER NO	ORDER DATE	SHIPPED VIA	TERMS	INVOICE NO	DEPARTMENT
11/07/2006	SKNOTTS	022451	Nov 2006		NET 15	200611844	500

ITEM/DESCRIPTION/SERIAL NO	QUOTE NO	QUANTITIES	UNIT	UNIT PRICE	EXTENDED UNIT PRICE	ADM PRICE	AMOUNT
Parker Project, SEE to Parker		1.00	TRIP	$191.13000	$191.13		$191.13

OKAY TO PAY
COORD: Kim Kinnelton 11/17/06
JPN STAFF:

NON-TAXABLE	TAXABLE	SALES TAX	FREIGHT	MISCELLANEOUS	INVOICE TOTAL	SUBTOTAL PRICE	ADMIN. PRICE	INVOICE TOTAL
						$191.13	$0	$191.13

ORIGINAL INVOICE

SOUTH EAST EXPRESS INC.

2222 CALE YARBOROUGH HWY TIMMONSVILLE, SC 29161
VOICE 843/346-0244 FAX 843/346-7417

REMIT TO:
SOUTH EAST EXPRESS INC.
PO Box 632891
Cincinnati, Oh 45263-2891

SOLD TO:
Honda of South Carolina (Purchasing
1111 Honda Way
Timmonsville, S.C. 29161
Attn: Kim Melton

SHIP TO:
N/A

Project 022447

07310

INVOICE DATE	SALESPERSON	ORDER NO.	ORDER DATE	SHIPPED VIA	TERMS	INVOICE NO.	DEPARTMENT
11/07/2006	SKNOTTS	022451	Nov 2006		NET 15	200611843	500

ITEM/DESCRIPTION/SERIAL NO.	QUOTE NO.	QUANTITIES	UNIT	UNIT PRICE	EXTENDED UNIT PRICE	ADM PRICE	AMOUNT
Parker Plastics to MCP SC		1.00	TRIP	$240.00000	$240.00		$240.00
Fuel Surcharge 2.50-2.549-1.50		181.00	MILE	$0.20000	$36.20		$36.20

OKAY TO PAY
COORD: Kim K. Melton 11/17/06
JPN STAFF:

NON-TAXABLE	TAXABLE	SALES TAX	FREIGHT	MISCELLANEOUS	INVOICE TOTAL	SUBTOTAL PRICE	ADMIN. PRICE	INVOICE TOTAL
						$276.20	$0	$276.20

ORIGINAL INVOICE

SOUTH EAST EXPRESS INC.

2222 CALE YARBOROUGH HWY TIMMONSVILLE, SC 29161
VOICE 843/346-0244 FAX 843/346-7417

REMIT TO:
SOUTH EAST EXPRESS INC.
PO Box 632891
Cincinnati, Oh 45263-2891

SOLD TO
Honda of South Carolina (Purchasing
1111 Honda Way
Timmonsville, S.C. 29161
Attn: Kim Melton

SHIP TO
N/A

Project 022451

07310

INVOICE DATE	SALESPERSON	ORDER NO.	ORDER DATE	SHIPPED VIA	TERMS	INVOICE NO.	DEPARTMENT
11/07/2006	SKNOTTS	022451	Nov 2006		NET 15	200611842	500

ITEM/DESCRIPTION/SERIAL NO.	QUOTE NO.	QUANTITIES	UNIT	UNIT PRICE	EXTENDED UNIT PRICE	ADM PRICE	AMOUNT
Parker Plastics to MCP SC		1.00	TRIP	$240.00000	$240.00		$240.00
Fuel Surcharge 2.50-2.549-1.50		181.00	MILE	$0.20000	$36.20		$36.20

OKAY TO PAY
COORD: Kim K. Melton 11/17/06
IPN STAFF:

NON-TAXABLE	TAXABLE	SALES TAX	FREIGHT	MISCELLANEOUS	INVOICE TOTAL	SUBTOTAL PRICE	ADMIN. PRICE	INVOICE TOTAL
						$276.20	$0	$276.20

ORIGINAL INVOICE

SOUTH EAST EXPRESS INC.

2222 CALE YARBOROUGH HWY TIMMONSVILLE, SC 29161
VOICE 843/346-0244 FAX 843/346-7417

REMIT TO:
SOUTH EAST EXPRESS INC.
PO Box 632891
Cincinnati, Oh 45263-2891

SOLD TO
Honda of South Carolina (Purchasing
1111 Honda Way
Timmonsville, S.C. 29161
Attn: Kim melton

SHIP TO
N/A

Pruefed 022451

07310

INVOICE DATE	SALESPERSON	ORDER NO.	ORDER DATE	SHIPPED VIA	TERMS	INVOICE NO.	DEPARTMENT
11/07/2006	SKNOTTS	022451	Nov 2006		NET 15	200611835	500

ITEM/DESCRIPTION/SERIAL NO.	QUOTE NO.	QUANTITIES	UNIT	UNIT PRICE	EXTENDED UNIT PRICE	ADM PRICE	AMOUNT
Parker Plastics to MCP SC		1.00	TRIP	$240.00000	$240.00		$240.00
Fuel Surcharge 2.50-2.549-1.50		181.00	MILE	$0.20000	$36.20		$36.20
		0.00					

AY TO PAY
OORD: ~~Kim K-Melton~~ 11/17/06

PN STAFF:

NON-TAXABLE	TAXABLE	SALES TAX	FREIGHT	MISCELLANEOUS	INVOICE TOTAL	SUBTOTAL PRICE	ADM. PRICE	INVOICE TOTAL
						$276.20	$0	$276.20

ORIGINAL INVOICE

SOUTH EAST EXPRESS INC.

2222 CALE YARBOROUGH HWY TIMMONSVILLE, SC 29161
VOICE 843/346-0244 FAX 843/346-7417

REMIT TO:
SOUTH EAST EXPRESS INC.
PO Box 632691
Cincinnati, Oh 45263-2691

SOLD TO
Honda of South Carolina (Purchasing
1111 Honda Way
Timmonsville, S.C. 29161
Attn: Kim Melton

SHIP TO
N/A

07310

Project 022451

INVOICE DATE	SALESPERSON	ORDER NO.	ORDER DATE	SHIPPED VIA	TERMS	INVOICE NO.	DEPARTMENT
11/07/2006	SKNOTTS	022451	Nov 2006		NET 15	200611836	500

ITEM/DESCRIPTION/SERIAL NO.	QUOTE NO	QUANTITIES	UNIT	UNIT PRICE	EXTENDED UNIT PRICE	ADM PRICE	AMOUNT
Parker Plastics to MCP NC		1.00	TRIP	$290.00000	$290.00		$290.00
Fuel Surcharge 2.50-2.549-1.50		243.00	MILE	$0.20000	$48.60		$48.60

JKA TO PAY
COORD: ~~Kim K Melton~~ 11/17/06

JPN STAFF:

NON-TAXABLE	TAXABLE	SALES TAX	FREIGHT	MISCELLANEOUS	INVOICE TOTAL	SUBTOTAL PRICE	ADMIN. PRICE	INVOICE TOTAL
						$338.60	$0	$338.60

ORIGINAL INVOICE

SOUTH EAST EXPRESS INC.

2222 CALE YARBOROUGH HWY TIMMONSVILLE, SC 29161
VOICE 843/346-0244 FAX 843/346-7417

REMIT TO:
SOUTH EAST EXPRESS INC.
PO Box 632891
Cincinnati, Oh 45263-2891

SOLD TO
Honda of South Carolina (Purchasing
1111 Honda Way
Timmonsville, S.C. 29161
Attn: Kim Melton

SHIP TO
N/A

Project # 22457

07310

Page 1 of 1

INVOICE DATE	SALESPERSON	ORDER NO.	ORDER DATE	SHIPPED VIA	TERMS	INVOICE NO.	DEPARTMENT
11/07/2006	SKNOTTS	022451	Nov 2006		NET 15	200611837	500

ITEM/DESCRIPTION/SERIAL NO.	QUOTE NO	QUANTITIES	UNIT	UNIT PRICE	EXTENDED UNIT PRICE	ADM PRICE	AMOUNT
Parker Plastics to MCP SC		1.00	TRIP	$240.00000	$240.00		$240.00
Fuel Surcharge 2.50-2.549-1.50		181.00	MILE	$0.20000	$36.20		$36.20

OKAY TO PAY
COORD: Kim K. Melton 11/10/06
JPN STAFF:

NON-TAXABLE	TAXABLE	SALES TAX	FREIGHT	MISCELLANEOUS	INVOICE TOTAL	SUBTOTAL PRICE	ADMIN PRICE	INVOICE TOTAL
						$276.20	$0	$276.20

ORIGINAL INVOICE

SOUTH EAST EXPRESS INC.

2222 CALE YARBOROUGH HWY TIMMONSVILLE, SC 29161
VOICE 843/346-0244 FAX 843/346-7417

REMIT TO:
SOUTH EAST EXPRESS INC.
PO Box 632891
Cincinnati, Oh 45263-2891

SOLD TO
Honda of South Carolina (Purchasing
1111 Honda Way
Timmonsville, S.C. 29161
Attn: Kim Melton

SHIP TO
N/A

Posted
022451

07310

INVOICE DATE	SALESPERSON	ORDER NO.	ORDER DATE	SHIPPED VIA	TERMS	INVOICE NO.	DEPARTMENT
11/07/2006	SKNOTTS	022451	Nov 2006		NET 15	200611838	500

ITEM/DESCRIPTION/SERIAL NO.	QUOTE NO	QUANTITIES	UNIT	UNIT PRICE	EXTENDED UNIT PRICE	ADM PRICE	AMOUNT
Parker Plastics to MCP NC		1.00	TRIP	$290.00000	$290.00		$290.00
Fuel Surcharge 2.50-2.549-1.50		243.00	MILE	$0.20000	$48.60		$48.60

~~KAY TO PAY~~
~~COORD: Kim~~ K-Melton 11/17/06
JPN STAFF:

NON-TAXABLE	TAXABLE	SALES TAX	FREIGHT	MISCELLANEOUS	INVOICE TOTAL	SUBTOTAL PRICE	ADMIN. PRICE	INVOICE TOTAL
						$338.60	$0	$338.60

ORIGINAL INVOICE

SOUTH EAST EXPRESS INC.

2222 CALE YARBOROUGH HWY TIMMONSVILLE, SC 29161
VOICE 843/346-0244 FAX 843/346-7417

REMIT TO:
SOUTH EAST EXPRESS INC.
PO Box 632891
Cincinnati, Oh 45263-2891

SOLD TO
Honda of South Carolina (Purchasing
1111 Honda Way
Timmonsville, S.C. 29161
Attn: Kim Melton

SHIP TO
N/A

Project 022451

02310

INVOICE DATE	SALESPERSON	ORDER NO.	ORDER DATE	SHIPPED VIA	TERMS	INVOICE NO.	DEPARTMENT
11/07/2006	SKNOTTS	022451	Nov 2006		NET 15	200611839	500

ITEM/DESCRIPTION/SERIAL NO.	QUOTE NO	QUANTITIES	UNIT	UNIT PRICE	EXTENDED UNIT PRICE	ADJ. PRICE	AMOUNT
Parker Plastics to MCP NC		1.00	TRIP	$290.00000	$290.00		$290.00
Fuel Surcharge 2.50-2.549-1.50		243.00	MILE	$0.20000	$48.60		$48.60

OKAY TO PAY
OORD: Kim K. Melton 11/17/06
IPM STAFF: AFF.

NON-TAXABLE	TAXABLE	SALES TAX	FREIGHT	MISCELLANEOUS	INVOICE TOTAL	SUBTOTAL PRICE	ADMIN. PRICE	INVOICE TOTAL
						$338.60	$0	$338.60

ORIGINAL INVOICE

SOUTH EAST EXPRESS INC.

2222 CALE YARBOROUGH HWY TIMMONSVILLE, SC 29161
VOICE 843/346-0244 FAX 843/346-7417

REMIT TO:
SOUTH EAST EXPRESS INC.
PO Box 632891
Cincinnati, Oh 45263-2891

SOLD TO:
Honda of South Carolina (Purchasing
1111 Honda Way
Timmonsville, S.C. 29161
Attn: Kim Melton

SHIP TO:
N/A

Project 022451

00810

INVOICE DATE	SALESPERSON	ORDER NO.	ORDER DATE	SHIP VIA	TERMS	INVOICE NO.	DEPARTMENT
11/07/2006	SKNOTTS	022451	Nov 2006		NET 15	500	500

ITEM/DESCRIPTION/SERIAL NO.	QUOTE NO	QUANTITIES	UNIT	UNIT PRICE	EXTENDED UNIT PRICE	ADM. PRICE	AMOUNT
Parker Plastics to MCP NC		1.00	TRIP	$290.00000	$290.00		$290.00
Fuel Surcharge 2.50-2.549-1.50		243.00	MILE	$0.20000	$48.60		$48.60

KAY TO PAY
COORD: Kim K. Melton 11/17/06
IPN STAFF:

NON-TAXABLE	TAXABLE	SALES TAX	FREIGHT	MISCELLANEOUS	INVOICE TOTAL	SUBTOTAL PRICE	ADMIN. PRICE	INVOICE TOTAL
						$338.60	$0	$338.60

ORIGINAL INVOICE

SOUTH EAST EXPRESS INC.

2222 CALE YARBOROUGH HWY TIMMONSVILLE, SC 29161
VOICE 843/346-0244 FAX 843/346-7417

REMIT TO:
SOUTH EAST EXPRESS INC.
PO Box 632891
Cincinnati, Oh 45263-2891

SOLD TO
Honda of South Carolina (Purchasing
1111 Honda Way
Timmonsville, S.C. 29161
Attn: Kim Melton

SHIP TO
N/A

07310

Project 022447

INVOICE DATE	SALESPERSON	ORDER NO.	ORDER DATE	SHIPPED VIA	TERMS	INVOICE NO.	DEPARTMENT
11/07/2006	SKNOTTS	022451	Nov 2006		NET 15	200611841	500

ITEM/DESCRIPTION/SERIAL NO.	QUOTE NO	QUANTITIES	UNIT	UNIT PRICE	EXTENDED UNIT PRICE	ADM PRICE	AMOUNT
Parker Project, SEE to Parker		1.00	TRIP	$191.13000	$191.13		$191.13

OKAY TO PAY
COORD: Kim K. Melton 11/17/06
JPN STAFF:

NON-TAXABLE	TAXABLE	SALES TAX	FREIGHT	MISCELLANEOUS	INVOICE TOTAL	SUBTOTAL PRICE	ADMIN. PRICE	INVOICE TOTAL
						$191.13	$0	$191.13

ORIGINAL INVOICE

SOUTH EAST EXPRESS INC.

2222 CALE YARBOROUGH HWY TIMMONSVILLE, SC 29161
VOICE 843/346-0244 FAX 843/346-7417

REMIT TO:
SOUTH EAST EXPRESS INC.
PO Box 632891
Cincinnati, Oh 45263-2891

SOLD TO
Honda of South Carolina (Purchasing
1111 Honda Way
Timmonsville, S.C. 29161
Attn: Kim Melton

SHIP TO
N/A

Project 022451

07810

INVOICE DATE	SALESPERSON	ORDER NO.	ORDER DATE	SHIPPED VIA	TERMS	INVOICE NO.	DEPARTMENT
11/09/2006	SKNOTTS	022451	Nov 2006		NET 15	200611865	500

ITEM/DESCRIPTION/SERIAL NO.	QUOTE NO.	QUANTITIES	UNIT	UNIT PRICE	EXTENDED UNIT PRICE	ADM PRICE	AMOUNT
Parker Plastics to MCP SC		1.00	TRIP	$240.00000	$240.00		$240.00
Fuel Surcharge 2.50-2.549-1.50		181.00	MILE	$0.20000	$36.20		$36.20
EIA Diesel National Average	2.517						

OKAY TO PAY
COORD: Kim K. Melton 11/17/06

JPN STAFF:

NON-TAXABLE	TAXABLE	SALES TAX	FREIGHT	MISCELLANEOUS	INVOICE TOTAL	SUBTOTAL PRICE	ADMIN. PRICE	INVOICE TOTAL
						$276.20	$0	$276.20

ORIGINAL INVOICE

SOUTH EAST EXPRESS INC.

2222 CALE YARBOROUGH HWY TIMMONSVILLE, SC 29161
VOICE 843/346-0244 FAX 843/346-7417

REMIT TO:
SOUTH EAST EXPRESS INC.
PO Box 632891
Cincinnati, Oh 45263-2891

SOLD TO
Honda of South Carolina (Purchasing
1111 Honda Way
Timmonsville, S.C. 29161
Attn: Kim Melton

SHIP TO
N/A

07310

Project 022451

INVOICE DATE	SALESPERSON	ORDER NO.	ORDER DATE	SHIPPED VIA	TERMS	INVOICE NO.	DEPARTMENT
11/09/2006	SKNOTTS	022451	Nov 2006		NET 15	200611864	500

ITEM/DESCRIPTION/SERIAL NO.	QUOTE NO.	QUANTITIES	UNIT	UNIT PRICE	EXTENDED UNIT PRICE	ADM PRICE	AMOUNT
Parker Plastics to MCP NC		1.00	TRIP	$290.00000	$290.00		$290.00
Fuel Surcharge 2.50-2.549-1.50		243.00	MILE	$0.20000	$48.60		$48.60
EIA Diesel National Average	2.517						

OKAY TO PAY
COORD: Kim Kirkpatrick 11/17/06
JPN STAFF:

NON-TAXABLE	TAXABLE	SALES TAX	FREIGHT	MISCELLANEOUS	INVOICE TOTAL	SUBTOTAL PRICE	ADMIN. PRICE	INVOICE TOTAL
						$338.60	$0	$338.60

ORIGINAL INVOICE

SOUTH EAST EXPRESS INC.

2222 CALE YARBOROUGH HWY TIMMONSVILLE, SC 29161
VOICE 843/346-0244 FAX 843/346-7417

REMIT TO:
SOUTH EAST EXPRESS INC.
PO Box 632891
Cincinnati, Oh 45263-2891

SOLD TO
Honda of South Carolina (Purchasing
1111 Honda Way
Timmonsville, S.C. 29161
Attn: Kim Melton

SHIP TO
N/A

Project 022451

07310

INVOICE DATE	SALESPERSON	ORDER NO.	ORDER DATE	SHIPPED VIA	TERMS	INVOICE NO.	DEPARTMENT
11/01/2006	SKNOTTS	022451	Nov 2006		NET 15	200611804	500

ITEM/DESCRIPTION/SERIAL NO.	QUOTE NO.	QUANTITIES	UNIT	UNIT PRICE	EXTENDED UNIT PRICE	ADM PRICE	AMOUNT
Parker Plastics to JBE		1.00	TRIP	$179.53000	$179.53		$179.53
Fuel Surcharge 2.50-2.549 1.50 (1)		73.00	MILE	$0.20000	$14.60		$14.60
EIA Diesel National Average	2.517						

AY TO PAY
ORD: Kim K. Melton 11/3/06
N STAFF

NON-TAXABLE	TAXABLE	SALES TAX	FREIGHT	MISCELLANEOUS	INVOICE TOTAL	SUBTOTAL PRICE	ADMIN. PRICE	INVOICE TOTAL
						$194.13	$0	$194.13

ORIGINAL INVOICE

ARR. 10/27/2006 12:30PM

HONDA
Honda of South Carolina Mfg., Inc.

TRAVEL EXPENSE REPORT

No.

Associate Name	Pandora Scott	Associate #	17402
Department	PQ	Dept. # 7310	Project # 22451
Purpose of Trip	To confirm quality of all parts that was ran during start up of machines . And sign off sample parts as machines are set up .		

TRAVEL ITINERARY ** INDICATE DEPARTURE & ARRIVAL TIMES ** ** CIRCLE HSC OR HOME **

Depart from? HSC / HOME	St. Matthews, SC	Darlington, SC	St. Matthews, SC	Arrive to? HSC / HOME
Date / Time 10/27/06 7:30AM	ARR. 10/27/06 9:00AM	ARR. 10/27/2006 12:30PM	ARR. 10/30/06 10:00am	ARR. 10/30/06 7:00pm
	DEPT. 10/27/06 10:15PM	DEPT. 10/30/06 8:00am	DEPT. 10/30/06 5:00pm	

HFCU Card # ➡

Enter Codes Here (1,2 or blank): Direct Bill 1; Co. Credit C. 2

	Date	10/27/06	10/30/06						TOTAL	
	MILEAGE ALLOW - ENTER # OF MILES									
	MILEAGE ALLOWANCE $ 0.445									
*	GAS									
*	CAR RENTAL									
*	PARKING / TOLLS									1
*	LOCAL TRANSPORTATION / AIR TRAVEL									
*	LODGING									1
*	LAUNDRY/VALET									
*	TELEPHONE / FAX -- Business									
	TELEPHONE -- up $6/day with receipts									
	MEALS: TAX & TIPS INCLUDED									
	BREAKFAST - Leave before 6:30 $ 8.00									
	LUNCH - Leave before 11:30 $ 12.00	12.00	12.00							
	DINNER - Return after 19:30 $ 20.00	20.00	~~20.00~~						24.00	
	SUB TOTAL	32.00	12.00 ~~32.00~~						20.00 ~~40.00~~	
*	OTHER	Note :							44.00 ~~64.00~~	
*	OTHER	Note :								1
*	OTHER	Note :								

"*" AND "HSC BUSINESS CREDIT CARD & DIRECT BILL" MUST ATTACH RECEIPTS
MILEAGE ALLOWANCE : PERSONAL CAR $0.445/MILE
LAUNDRY ALLOWANCE : REASONABLE EXPENSES WITH RECEIPTS.
* WHEN TRAVEL DAYS ARE OVER 3 NIGHTS

TOTAL	44.00 ~~64.00~~
- Business Credit Card	
- Direct Bill to HSC	
- Cash Advance on HFCU Card	
- Cash Advance by Check	
- Prepaid Card for personal	
- Personal Charges	
BALANCE	44.00 ~~64.00~~
(+) Balance Owed to Associate =	44.00 ~~64.00~~
(-) Amount Owed to HSC =	

ORIGINATOR Pandora Scott 11-2-06
COORDINATOR [illegible] 10/6/06
ASST. MANAGER [illegible]
JAPANESE STAFF [illegible] 11/14/06
MGR/SR MGR - U.S. [illegible] 11/20/06
MGR/SR MGR - JPN [illegible] 11/20/06
PM/AVP/VP - U.S.
PM/AVP/VP - JPN 54425 . 07310 $44.00 022451

ADM - Travel
ACCT - A/P D. Suggs 11/20
ACCT - Coord.

Final Autority to approve must be followed HSC Authorization Guideline

Route : Travel Org → Approval → Adm → Acct → Org

Rev 2 10/01/06
moremoney

HONDA
Honda of South Carolina Mfg., Inc.

TRAVEL EXPENSE REPORT

No.

Associate Name	ANGELA RICHARDSON	Associate #	17001
Department	PARTS QUALITY	Dept. #	O5200
Project #	22451		

Purpose of Trip: TO GIVE MCP SUPPORT WITH CEP TRANSFER PARTS, INSURE PARTS ARE MEETING QUALITY STANDARDS, AND SUPPORT ASSEMBLY WITH ANY CEP UNASSEMBLED PARTS AND MCP HOT PARTS.

TRAVEL ITINERARY ** INDICATE DEPARTURE & ARRIVAL TIMES ** ** CIRCLE HSC OR HOME **

Depart from? (HSC) HOME		CHARLOTTE		CHARLOTTE	Arrive to? HSC (HOME)
Date / Time	11/3/2004	ARR. 11/03/06 8:13PM	ARR.	ARR.	ARR. 11/05/06 8:45PM
		DEPT.	DEPT.	DEPT. 11/5/06 6:15PM	

HFCU Card # ➡

Enter Codes Here (1,2 or blank)	
Direct Bill	1
Co. Credit C.	2

		Date	11/03/06	11/04/06	11/05/06					TOTAL	
MILEAGE ALLOW - ENTER # OF MILES											
MILEAGE ALLOWANCE	$ 0.445										
* GAS											1
* CAR RENTAL											
* PARKING / TOLLS											1
* LOCAL TRANSPORTATION / AIR TRAVEL										277.10	
* LODGING				138.55	138.55						
* LAUNDRY/VALET											
* TELEPHONE / FAX – Business											
TELEPHONE – up $5/day with receipts											
MEALS: TAX & TIPS INCLUDED										16.00	
BREAKFAST - Leave before 6:30	$ 8.00			8.00	8.00					24.00	
LUNCH - Leave before 11:30	$ 12.00			12.00	12.00					60.00	
DINNER - Return after 19:30	$ 20.00		20.00	20.00	20.00					377.10	
SUB TOTAL			20.00	178.55	178.55						
* OTHER		Note :									1
* OTHER		Note :									
* OTHER		Note :									

"*" AND "HSC BUSINESS CREDIT CARD & DIRECT BILL" MUST ATTACH RECEIPTS
MILEAGE ALLOWANCE : PERSONAL CAR $0.445/MILE
LAUNDRY ALLOWANCE : REASONABLE EXPENSES WITH RECEIPTS. WHEN TRAVEL DAYS ARE OVER 3 NIGHTS

TOTAL	377.10
- Business Credit Card	
- Direct Bill to HSC	
- Cash Advance on HFCU Card	
- Cash Advance by Check	258.00
- Prepaid Card for personal	
- Personal Charges	
BALANCE	119.10
(+) Balance Owed to Associate =	119.10
(-) Amount Owed to HSC =	

ORIGINATOR A. Richardson 11/6/06
COORDINATOR [illegible] 11/6/06
ASST. MANAGER [illegible]
JAPANESE STAFF [illegible] 11/14/06
MGR/SR MGR - U.S. [illegible] 11/20/06
MGR/SR MGR - JPN [illegible] 11/20/06
PM/AVP/VP - U.S. (12325.07420 $258.00)
PM/AVP/VP - JPN 54420.05200 022451 $277.10
54425.05200 $100.00

ADM - Travel
ACCT - A/P D. Sago 11/20/06
ACCT - Coord.

Final Autority to approve must be followed HSC Authorization Guideline

Route : Travel: Org → Approval → Adm → Acct → Org

~~23520 07420 $~~

Rev 2 10/01/06
MCP SUPPORT

Hilton
Charlotte University Place

8629 J.M. Keynes Drive • Charlotte, NC 28262
Phone (704) 547-7444 • Fax (704) 549-9708
Reservations
www.hilton.com or 1 800 HILTONS

Name & Address

RICHARDSON, ANGELA
105 TREXLER ST

DARLINGTON, SC 29532-2233
US

Company Information:

Room 1218/D2X
Arrival Date 11/03/06 8:13PM
Departure Date 11/05/06

Adult/Child 1/0
Room Rate 119.95 LV7

RATE PLAN
HH# 840210288 SILVER
AL: US #0R964F2
CAR:

Folio

CONFIRMATION NUMBER : 3249143950

11/05/06 PAGE 1

DATE	REFERENCE	DESCRIPTION	AMOUNT
11/03/06	1061450	GUEST ROOM	$119.95
11/03/06	1061450	ROOM TAXES	$18.60
11/04/06	1062133	GUEST ROOM	$119.95
11/04/06	1062133	ROOM TAXES	$18.60
		** BALANCE **	$277.10

Hilton HHonors®
Points & Miles

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ACCOUNT NO.	DATE OF CHARGE	FOLIO NO./CHECK NO. 242987 A
CARD MEMBER NAME	AUTHORIZATION	INITIAL
ESTABLISHMENT NO. & LOCATION — ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT	PURCHASES & SERVICES	
	TAXES	
	TIPS & MISC.	
	TOTAL AMOUNT	

MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.

PAYMENT DUE UPON RECEIPT

HONDA
Honda of South Carolina Mfg., Inc.

TRAVEL EXPENSE REPORT

No. 1 of 2

Associate Name	James Curry			Associate #	16371
Department	PWC	Dept. #	07310	Project #	22451
Purpose of Trip	Morton Custom Plastic Support				

TRAVEL ITINERARY ** INDICATE DEPARTURE & ARRIVAL TIMES ** ** CIRCLE HSC OR HOME **

Depart from? HSC / HOME					Arrive to? HSC / HOME
Date / Time	11/2/2006	ARR.	ARR.	ARR.	ARR. 3:00PM
		DEPT. 5:00AM	DEPT.	DEPT.	

HFCU Card # ➡ N/A

Enter Codes Here (1,2 or Blank): Direct Bill 1; Co. Credit C. 2

Date	11/02/06	11/03/06	11/04/06	11/05/06	11/06/06	11/07/06	11/08/06	TOTAL	
MILEAGE ALLOW - ENTER # OF MILES									
MILEAGE ALLOWANCE $ 0.445									
* GAS						27.00		27.00	
* CAR RENTAL									
* PARKING / TOLLS									
* LOCAL TRANSPORTATION / AIR TRAVEL									
* LODGING	98.74	98.74	98.74	98.74	98.74	98.74	98.74	591.18	1
* LAUNDRY/VALET									
* TELEPHONE / FAX – Business									
TELEPHONE – up $5/day with receipts									
MEALS: TAX & TIPS INCLUDED									
BREAKFAST - Leave before 6:30 $ 8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	56.00	
LUNCH - Leave before 11:30 $ 12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	84.00	
DINNER - Return after 19:30 $ 20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	140.00	
SUB TOTAL	138.74	138.74	138.74	138.74	138.74	165.74	138.74	998.18	
* OTHER	Note :								
* OTHER	Note :								
* OTHER	Note :								

**"AND "HSC BUSINESS CREDIT CARD & DIRECT BILL" MUST ATTACH RECEIPTS
*MILEAGE ALLOWANCE : PERSONAL CAR $0.445/MILE
*LAUNDRY ALLOWANCE : REASONABLE EXPENSES WITH RECEIPTS.
*WHEN TRAVEL DAYS ARE OVER 3 NIGHTS

TOTAL	998.18
- Business Credit Card	
- Direct Bill to HSC	591.18
- Cash Advance on HFCU Card	
- Cash Advance by Check	
- Prepaid Card for personal	
- Personal Charges	
BALANCE	~~307.00~~
(+) Balance Owed to Associate =	~~307.00~~
(-) Amount Owed to HSC =	

ORIGINATOR James S
COORDINATOR
ASST. MANAGER
JAPANESE STAFF
MGR/SR MGR - U.S. Kim K. Melton 11/17/06
MGR/SR MGR - JPN 12325-07420 $360.00
PM/AVP/VP - U.S. 54420.07310 022451 $915.66
PM/AVP/VP - JPN 54425.07310 $380.00
23520.07420 $888.66

ADM - Travel
ACCT - A/P D. Suggs 11/20/06
ACCT - Coord.

Final Autority to approve must be followed HSC Authorization Guideline

Route : Travel: Org → Approval → Adm → Acct → Org

Rev 2 10/01/06
MCP

HONDA
Honda of South Carolina Mfg., Inc.

TRAVEL EXPENSE REPORT

Associate Name	James Curry			Associate #	16371
Department	PWC	Dept. #	07310	Project #	22451
Purpose of Trip	Morton Custom Plastic Support				

TRAVEL ITINERARY ** INDICATE DEPARTURE & ARRIVAL TIMES ** ** CIRCLE HSC OR HOME **

Depart from? HSC / HOME				Arrive at? HSC / HOME
Date / Time		ARR.	ARR.	ARR.
		DEPT.	DEPT.	DEPT.

HFCU Card # → N/A

Enter Codes Here (1,2 or blank): Direct Bill 1; Cash Credit Cr. 2

	Date	11/09/06	11/10/06	11/11/06					TOTAL	
MILEAGE ALLOW - ENTER # OF MILES										
MILEAGE ALLOWANCE	$ 0.445									
* GAS										
* CAR RENTAL										
* PARKING / TOLLS										
* LOCAL TRANSPORTATION/AIR TRAVEL										
* LODGING		98.74	98.74						197.48	1
* LAUNDRY/VALET										
* TELEPHONE / FAX — Business										
TELEPHONE — up $6/day with receipts										
MEALS: TAX & TIPS INCLUDED										
BREAKFAST - Leave before 6:30	$ 8.00	8.00	8.00	8.00					24.00	
LUNCH - Leave before 11:30	$ 12.00	12.00	12.00	12.00					36.00	
DINNER - return after 19:30	$ 20.00	20.00	20.00						40.00	
SUB TOTAL		138.74	138.74	20.00					297.48	

* OTHER	Note :Total from first page Hotel (1 of 2)	991.18	1
* OTHER	Note :Total from first page Meals & Gas(1 of 2)	407.00	
* OTHER	Note :		

** AND "HSC BUSINESS CREDIT CARD & DIRECT BILL" MUST ATTACH RECEIPTS
* MILEAGE ALLOWANCE : PERSONAL CAR $0.445/MILE
* LAUNDRY ALLOWANCE: REASONABLE EXPENSES WITH RECEIPTS.
* WHEN TRAVEL DAYS ARE OVER 3 NIGHTS

TOTAL	1,295.66
- Business Credit Card	
- Direct Bill to HSC	888.66
- Cash Advance on HFCU Card	
- Cash Advance by Check	360.00
- Prepaid Card for personal	
- Personal Charge	
BALANCE	47.00
(+) Balance Owed to Associate =	47.00
(-) Amount Owed to HSC =	

ORIGINATOR
COORDINATOR
ASST. MANAGER
JAPANESE STAFF
MGR/SR MGR - U.S.
MGR/SR MGR - JPN
PM/AVP/VP - U.S.
PM/AVP/VP - JPN

ADM - Travel
ACCT - A/P
ACCT - Coord.

Final Autority to approve must be followed HSC Authorization Guideline

Route : Travel — Org → Approval → Adm → Acct → Org

Rev 2 10/01/06
MCP

Honda Federal Credit Union

Acct: XXX/2152 CURRY,JAMES L
DEP: 11/01/06 Date: 11/01/06
Clr: 0160

Deposit to CHECKING @4197443 10
Amount: 360.00
New Bal: 469.70
Seq: #291777

Authorized by

Available now, Bump-Up Share Certificates! 10-month term, 12-month rate. This is a limited time offer, open yours TODAY! FCU has set aside $20 Million dollars to assist in the purchase or refinance of your dream home! Ask us for details, TODAY!

JAMES L CURRY
2156 CARRIAGE PLACE DR
FLORENCE SC 29505-8364

EXXON EXPRESS PAY

SEAWAY EXXON

DLR# 4227880
SEA WAY
MC BEE SC
11/07/06 19:02
ACCT#
XXXXXXXXXXXXX9400 521
INV# 0QT9644
AUTH# 007172
PUMP# 4
Regular 12.052G
SELF
PRICE/GAL $2.099
FUEL TOTAL $27.00

TOTAL $27.00

THANK YOU FOR
SHOPPING SEAWAY!

-THANK YOU-

DRURY INN & SUITES CHARLOTTE

415 WEST W.T. HARRIS BLVD.
CHARLOTTE, NC 28262
Tele - 704-593-0700 Fax - 704-593-0700

CURRY, JAMES
HONDA OF SC
1111 HONDA WAY
TIMMONSVILLE, SC 29161

Room Number: 506
Daily Rate: 85.49
Room Type: NDDX
No. of Guests: 1 / 0

ARRIVAL	DEPARTURE	CREDIT CARD	RATE PLAN	CATEGORY	ACCOUNT
11/2/2006	11/4/2006	XXXXXXXXXXXX5920	315831	PREF	211895

DATE	ROOM NO.	DESCRIPTION	REFERENCE	AMOUNT
11/2/2006	506	ROOM	#506 CURRY, JAMES	$85.49
11/2/2006	506	ROOM TAX	ROOM TAX	$6.41
11/2/2006	506	OCCUPANCY TAX	OCCUPANCY TAX	$6.84
11/3/2006	506	ROOM	#506 CURRY, JAMES	$85.49
11/3/2006	506	ROOM TAX	ROOM TAX	$6.41
11/3/2006	506	OCCUPANCY TAX	OCCUPANCY TAX	$6.84
11/4/2006	506	ROOM	#506 CURRY, JAMES	$85.49
11/4/2006	506	ROOM TAX	ROOM TAX	$6.41
11/4/2006	506	OCCUPANCY TAX	OCCUPANCY TAX	$6.84
11/5/2006	506	ROOM	#506 CURRY, JAMES	$85.49
11/5/2006	506	ROOM TAX	ROOM TAX	$6.41
11/5/2006	506	OCCUPANCY TAX	OCCUPANCY TAX	$6.84
11/6/2006	506	ROOM	#506 CURRY, JAMES	$85.49
11/6/2006	506	ROOM TAX	ROOM TAX	$6.41
11/6/2006	506	OCCUPANCY TAX	OCCUPANCY TAX	$6.84
11/7/2006	506	ROOM	#506 CURRY, JAMES	$85.49
11/7/2006	506	ROOM TAX	ROOM TAX	$6.41
11/7/2006	506	OCCUPANCY TAX	OCCUPANCY TAX	$6.84
11/8/2006	506	ROOM	#506 CURRY, JAMES	$85.49
11/8/2006	506	ROOM TAX	ROOM TAX	$6.41
11/8/2006	506	OCCUPANCY TAX	OCCUPANCY TAX	$6.84
11/9/2006	506	ROOM	#506 CURRY, JAMES	$85.49
11/9/2006	506	ROOM TAX	ROOM TAX	$6.41
11/9/2006	506	OCCUPANCY TAX	OCCUPANCY TAX	$6.84
11/10/2006	506	ROOM	#506 CURRY, JAMES	$85.49
11/10/2006	506	ROOM TAX	ROOM TAX	$6.41
11/10/2006	506	OCCUPANCY TAX	OCCUPANCY TAX	$6.84
11/11/2006	506	VISA	5920 VISA	($888.66)

TOTAL DUE: $0.00

Terms: Due and payable upon presentation. I AGREE that my liability for this bill is not waived and agree to be held personally liable if the indicated person, company or association fails to pay for any part or full amount of these charges including any missing/damaged items, etc. Hotel is authorized to charge my account and/or credit card for all charges incurred, including any items missing or damaged during my stay.

117 Hotels in 17 States ... and Growing!

HONDA
Honda of South Carolina Mfg., Inc.

TRAVEL EXPENSE REPORT

Associate Name	Ken Stafford				No.
Department	Plant			Associate #	25044
Purpose of Trip		Dept. #	07310	Project #	22451

Provide lunch for HSC Associates working at CEP Bishopville taking inventory of plastic parts and for CEP employees to help keep morale after announcement of plant closing.

TRAVEL ITINERARY ** INDICATE DEPARTURE & ARRIVAL TIMES ** ** CIRCLE HSC OR HOME **

Depart From: HSC / HOME				Arrive to? HSC / HOME
Date / Time	ARR.	ARR.	ARR.	ARR.
	DEPT.	DEPT.	DEPT.	

BCC Card # 1542 5011 4827

	Date	10/20/06							Enter Codes Here (1,2 or blank)	Direct Bill / Co. Credit C.
MILEAGE ALLOW - ENTER # OF MILES										
MILEAGE ALLOWANCE										
* GAS									TOTAL	
* CAR RENTAL										
* PARKING / TOLLS										
* LOCAL TRANSPORTATION / AIR TRAVEL										
* LODGING										
* LAUNDRY/VALET										
* TELEPHONE / FAX - Business										1
TELEPHONE - $25.00/day with receipts										
MEALS: TAX & TIPS INCLUDED										
BREAKFAST - Leave before 6:30 $ 8.00										
LUNCH - Leave before 11:30 $ 12.00										
DINNER - Return after 19:30 $ 30.00										
SUB TOTAL										
* OTHER - 5418.93		Note:								
* OTHER		Note:								
* OTHER		Note:								
									416.93	2

"*" AND "HSC BUSINESS CREDIT CARD & DIRECT BILL" MUST ATTACH RECEIPTS
MILEAGE ALLOWANCE : PERSONAL CAR $0.445/MILE
LAUNDRY ALLOWANCE : REASONABLE EXPENSES WITH RECEIPTS.
WHEN TRAVEL DAYS ARE OVER 5 NIGHTS

TOTAL	
	416.93
- Business Credit Card	416.93
- Direct Bill to HSC	
- Cash Advance on HFCU Card	
- Cash Advance by Check	
- Prepaid Card for personal	
- Personal Charges	
BALANCE	0
(+) Balance Owed to Associate =	
(-) Amount Owed to HSC =	

ORIGINATOR Ken Stafford
COORDINATOR
ASST. MANAGER
JAPANESE STAFF
MGR/SR MGR - U.S.
MGR/SR MGR - JPN
PM/AVP/VP - U.S. 11/20/06
PM/AVP/VP - JPN

ADM - Travel
ACCT - A/P D. Sugg 11/20/06
ACCT - Coord.

544 25.07310 022451 $ 416.93

Final Autority to approve must be followed HSC Authorization Guideline

Route : Travel Org → Approval → Adm → Acct → Org

Rev 2 10/01/06
11-15-06 pizza for CEP project

PIZZA HUT 500
1070 SUMTER HWY
BISHOPVILLE, SC 29010
(803) 429-2001

MERCHANT :542929802374421
TERMINAL :LK442107
DATE :10/26/06 TIME :11:25
BATCH :102601 REF # :002
TYPE :VISA EXP :**/**
ACCOUNT :**********4827
AUTH :001179

SALE $ 159.15

TIP $ _____

TOTAL $ _____

APPROVED

CUSTOMER COPY

2nd Shift

PIZZA HUT 500
1070 SUMTER HWY
BISHOPVILLE, SC 29010
(803) 429-2001

MERCHANT :542929802374421
TERMINAL :LK442107
DATE :10/26/06 TIME :11:23
BATCH :102601 REF # :001
TYPE :VISA EXP :**/**
ACCOUNT :**********4827
AUTH :001132

SALE $ 257.78

TIP $ _____

TOTAL $ _____

APPROVED

CUSTOMER COPY

1ST Shift

DOUGHERTY EQUIPMENT COMPANY
YALE MATERIALS HANDLING

GREENSBORO, NC AUGUSTA, GA SAVANNAH, GA
GREENVILLE, NC CHARLESTON, SC COLUMBIA, SC
GREENVILLE, SC ASHLAND, VA CHESAPEAKE, VA
HARRISONBURG, VA ROANOKE, VA FLORENCE, SC

Phone (336)389-1290

REMIT TO:
P.O. Box 601439
Charlotte, NC 28260-1439

197820

INVOICE # 04R9272540
PAGE 01

DATE 11/07/06

197820

SOLD TO
HONDA OF SOUTH CAROLINA
1111 HONDA WAY
TIMMONSVILLE SC 29161

SHIP TO
HONDA OF SOUTH CAROLINA
1111 HONDA WAY
TIMMONSVILLE SC 29161

F.O.B. [X] [ ]

CUSTOMER ORDER NO.
5400023575 04CR042821 412 11/03/06 YALE

TERMS: --NET 10 DAYS--

QTY ORDERED	QTY SHIPPED	BACK ORDERED	PRODUCT CODE	DESCRIPTION	PRICE EACH	TOTAL
				Contract # 04CR042821 1		
				**********		
				** THANK YOU FOR CHOOSING DOUGHERTY **		
				**********		
				UNIT LOCATED AT:		
				NORTH AMERICAN CONTAINER		
1	1		7400	*RT6067 Rental MONTH(S)		
				From: 11/02/06 thru: 11/29/06	775.00	775.00
				Desc: HONDA OF SC		
				Make: YALE		
				Model: GLC050TGNUAE084		
				Ser #: E187V06381V		
1	1		7400	*RT9349 Rental MONTH(S)		
				From: 11/02/06 thru: 11/29/06	775.00	775.00
				Desc: HONDA OF SC		
				Make: YALE		
				Model: GLC050TGNUAE082		
				Ser #: E187V17635Z		
1	1		7401	*RT9849 DEL FREIGHT	300.00	300.00
				SUB-TOTAL		1850.00
				INVOICE TOTAL		1850.00
				ON OR AFTER 12/07/06 PLEASE REMIT:		1877.75

NOV 18 2006

OWNERSHIP AND TITLE DOES NOT PASS UNTIL
NT IS MADE IN FULL FOR ALL CHARGES
DING FREIGHT AND ANY APPLICABLE TAXES.
ORIGINAL

Yale right now rentals!

ANY ACCOUNT NOT PAID WITHIN 30 DAYS OF INVOICE DATE WILL BE CHARGED 1.5% FINANCE CHARGE PER MONTH (18% PER ANNUM) ON UNPAID BALANCE, 90% DUE ON RECEIPT, 10% DUE IN 10 DAYS.

ARR. 10/27/2006 12:30PM

HONDA
Honda of South Carolina Mfg., Inc.

TRAVEL EXPENSE REPORT

No.

Associate Name	Pandora Scott	Associate #	17402
Department	PQ	Dept. # 07310	Project # 22451

Purpose of Trip: To confirm quality of all parts that was ran during start up of machines . And sign off sample parts as machines are set up .

TRAVEL ITINERARY ** INDICATE DEPARTURE & ARRIVAL TIMES ** ** CIRCLE HSC OR HOME **

Depart from? HSC / HOME	St. Matthews, SC	Darlington, SC	St. Matthews, SC	Arrive to? HSC / HOME
Date / Time 11/04/06 6:00AM	ARR. 11/04/06 8:00AM	ARR. 11/04/2006 8:45PM	ARR. 11/05/06 8:30am	ARR. 11/05/06 6:30pm
	DEPT. 11/04/06 5:30PM	DEPT. 11/05/06 6:00am	DEPT. 11/05/06 4:30pm	

HFCU Card # [illegible]

Enter Codes Here (1,2 or blank): Direct Bill 1; Co. Credit C. 2

	Date	11/04/06	11/05/06					TOTAL	
	MILEAGE ALLOW - ENTER # OF MILES								
	MILEAGE ALLOWANCE $ 0.445								
*	GAS								
*	CAR RENTAL								
*	PARKING / TOLLS								1
*	LOCAL TRANSPORTATION / AIR TRAVEL								
*	LODGING								1
*	LAUNDRY/VALET								
*	TELEPHONE / FAX -- Business								
	TELEPHONE -- up $6/day with receipts								
	MEALS: TAX & TIPS INCLUDED								
	BREAKFAST - Leave before 6:30 $ 8.00	8.00	8.00					16.00	
	LUNCH - Leave before 11:30 $ 12.00	12.00	12.00					24.00	
	DINNER - Return after 19:30 $ 20.00	20.00						20.00	
	SUB TOTAL	40.00	20.00					60.00	
*	OTHER	Note:							
*	OTHER	Note:							1
*	OTHER	Note:							

"*" AND "HSC BUSINESS CREDIT CARD & DIRECT BILL" MUST ATTACH RECEIPTS
MILEAGE ALLOWANCE : PERSONAL CAR , $0.445/MILE
LAUNDRY ALLOWANCE : REASONABLE EXPENSES WITH RECEIPTS, WHEN TRAVEL DAYS ARE OVER 3 NIGHTS

TOTAL	60.00
- Business Credit Card	
- Direct Bill to HSC	
- Cash Advance on HFCU Card	
- Cash Advance by Check	
- Prepaid Card for personal	
- Personal Charges	
BALANCE	60.00
(+) Balance Owed to Associate =	60.00
(-) Amount Owed to HSC =	

ORIGINATOR Pandora Scott 11/27/06
COORDINATOR [illegible] 11/27/06
ASST. MANAGER [illegible] 11/27/06
JAPANESE STAFF
MGR/SR MGR - U.S. [illegible] 11/27/06
MGR/SR MGR - JPN
PM/AVP/VP - U.S. 54420 · [illegible] 07310 02245
PM/AVP/VP - JPN

ADM - Travel
ACCT - A/P D. Suggs 11/27/06
ACCT - Coord.

Final Autority to approve must be followed HSC Authorization Guideline

Route : Travel: Org → Approval → Adm → Acct → Org

Rev 2 10/01/06
moremoney

HONDA
Honda of South Carolina Mfg., Inc.

TRAVEL EXPENSE REPORT

No.

Associate Name	ANGELA RICHARDSON	Associate #	17001
Department	PARTS QUALITY	Dept. # 05200	Project # 22451

Purpose of Trip: Coordinate production schedule with MCP for HSC Support Person with the start up of remaining tranfer tooling from CEP11/09

HSC Support Person had a family emergency 11/10

TRAVEL ITINERARY ** INDICATE DEPARTURE & ARRIVAL TIMES ** ** CIRCLE HSC OR HOME **

Depart from? (HSC) / HOME	Harrisburg N.C.			Arrive to? (HSC) / HOME
Date / Time	0930am 11/09/06	ARR. 12:25pm	ARR.	ARR. 12:00am 11/10
		DEPT. 9:00am	DEPT.	DEPT.

HFCU Card # ⇒

Enter Codes Here (1,2 or blank)		Direct Bill	1
		Co. Credit C.	2

	Date	11/09/06	11/10/06						TOTAL	
	MILEAGE ALLOW - ENTER # OF MILES									
	MILEAGE ALLOWANCE $ 0.445									
*	GAS									
*	CAR RENTAL									
*	PARKING / TOLLS									1
*	LOCAL TRANSPORTATION / AIR TRAVEL									
*	LODGING									1
*	LAUNDRY/VALET									
*	TELEPHONE / FAX – Business									
	TELEPHONE – up $6/day with receipts									
	MEALS: TAX & TIPS INCLUDED									
	BREAKFAST - Leave before 6:30 $ 8.00									
	LUNCH - Leave before 11:30 $ 12.00	12.00	12.00						24.00	
	DINNER - Return after 19:30 $ 20.00	20.00	20.00						40.00	
	SUB TOTAL	32.00	32.00						64.00	
*	OTHER	Note :								
*	OTHER	Note :								1
*	OTHER	Note :								

"*" AND "HSC BUSINESS CREDIT CARD & DIRECT BILL" MUST ATTACH RECEIPTS.
MILEAGE ALLOWANCE : PERSONAL CAR $0.445/MILE
LAUNDRY ALLOWANCE : REASONABLE EXPENSES WITH RECEIPTS.
WHEN TRAVEL DAYS ARE OVER 3 NIGHTS

TOTAL	64.00
- Business Credit Card	
- Direct Bill to HSC	
- Cash Advance on HFCU Card	
- Cash Advance by Check	
- Prepaid Card for personal	
- Personal Charges	
BALANCE	64.00
(+) Balance Owed to Associate =	64.00
(-) Amount Owed to HSC =	

ORIGINATOR Angela Richard 11/15/06
COORDINATOR [illegible] 11/16/06
ASST. MANAGER [illegible] 11/16/06
JAPANESE STAFF [illegible] 11/20/06
MGR/SR MGR - U.S. [illegible] 11/22/06
MGR/SR MGR - JPN
PM/AVP/VP - U.S. 54425 . 05200 . $64.00 022451
PM/AVP/VP - JPN

ADM - Travel
ACCT - A/P D. Suggs 11/27/06
ACCT - Coord.

Final Autority to approve must be followed HSC Authorization Guideline

Route : Travel — Org → Approval → Adm → Acct → Org

Rev 2 10/01/06
TRAVEL EXPENSE11.09-11.10