

CUSTOMIZE YOUR EXPENSE STATEMENT

Hover your Pointer
HERE for a Useful Tip!

Type Company Information Here...

Company Name	<input type="text" value="COMPANY NAME"/>	Phone Number	<input type="text" value="Phone Number"/>
Address	<input type="text" value="Company Address"/>	Fax Number	<input type="text" value="Fax Number"/>
City	<input type="text" value="City"/>		
State	<input type="text" value="State"/>		
ZIP Code	<input type="text" value="ZIP Code"/>		

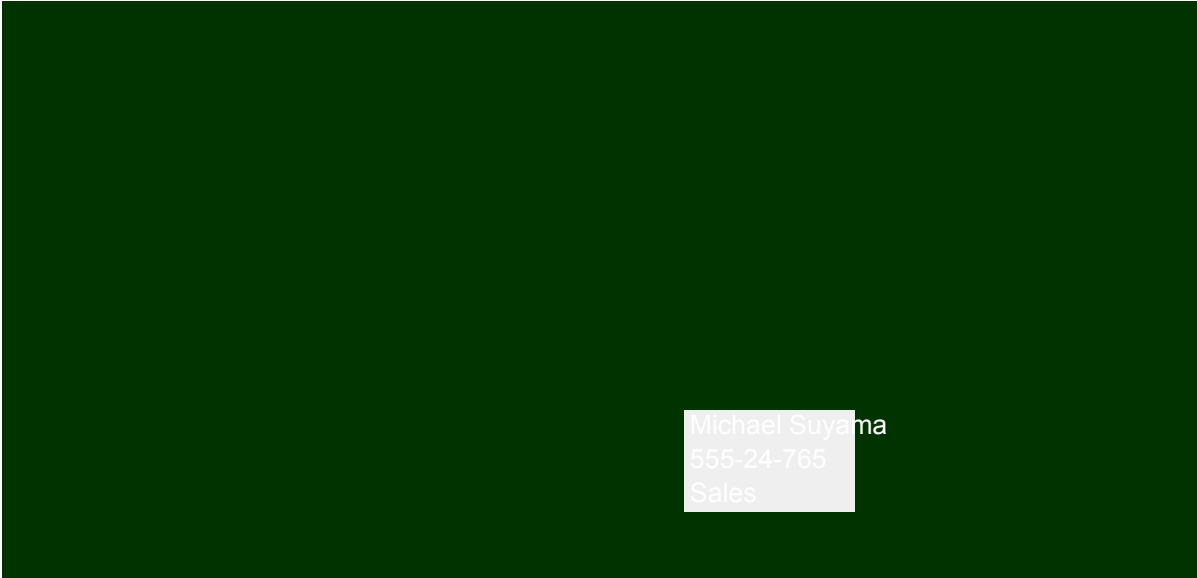
Specify Default Expense Statement Information Here...

Travel Reimbursement (per mile/km)	<input type="text" value="\$0.21"/>	<input type="checkbox"/>	Expenses categorized as 'Entertain' or 'Other' are non-reimbursable.
<input type="checkbox"/>	Share expense statement numbers on network.	Counter Location	<input type="text"/>
<input type="checkbox"/>	1 Enable Select Employee function.	Common Database	<input type="text"/>
	Template Wizard Database	<input type="text" value="expdb.xls"/>	

Formatted Information

<i>Insert Logo Here</i>	COMPANY NAME Company Address City, State ZIP Code Phone Number fax Fax Number
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sample1



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