

EXPENSE COVER SHEET EXAMPLE

Continuing Medical Education

Date			Amount	Description
1/9/2006	Amex	receipt	\$8.00	parking - meeting
1/17/2006	Visa	receipt	\$85.00	SGIM
1/18/2006	Amex	receipt	\$97.10	plane ticket to Nephrology conference
1/25/2006	Amex	receipt	\$107.20	Alamo car rental for kidney conference
2/27/2006	Amex	receipt	\$248.40	plane ticket to NKF conference
4/14/2006	Visa	receipt	\$1,500.00	American Board of Internal Medicine
4/18-4/23	Visa	receipt	\$1,264.95	Hyatt hotel stay for NKF conference
4/18/2006	cash	receipt	\$2.14	McDonald - NKF dining
4/19/2006	Visa	receipt	\$47.47	Enterprise car rental for NKF
4/19/2006	Visa	receipt	\$19.00	parking - NKF
4/19/2006	Visa		\$21.70	Exxon gas - NKF
4/19/2006	Visa	receipt	\$50.00	Pizzeria - NKF dining
4/19/2006	cash	receipt	\$9.07	Chik N Stix - NKF dining
4/19/2006	cash	receipt	\$4.91	McDonald - NKF dining
4/19/2006	cash	receipt	\$6.27	America's Dog - NKF dining
4/20/2006	Visa	receipt	\$27.30	Johnny Rocket - NKF dining
4/21/2006	Visa		\$94.00	Szechwan - NKF dining
4/27/2006	cash	receipt	\$9.00	parking - meeting
4/27/2006	Amex	receipt	\$450.23	UpToDate online medical subscription
6/7/2006	Amex		\$45.00	ASN abstract submission
7/28/2006	Check # 985		\$205.00	ACLS Recertification
11/4/2006	Visa		\$125.00	AST conference
11/7/2006	Visa	receipt	\$450.00	ASN conference
11/11/2006	Amex	receipt	\$90.94	ASN poster
4/18-4/23	cash		\$40.00	Shuttle to and from airport in Chicago
1/18/2006	cash		\$27.00	cab far from airport to conference
	cash		\$14.00	misc

\$5,048.68

NKF = National Kidney Foundation
AST = American Society of Transplant
ASN = American Society of Nephrology
SGIM = Society of General Internal Medicine
ACLS = Advanced Cardiac Life Support