



Travel & Entertainment Reimbursement Form

Employee's Name & Signature: Johan Jongsma

Manager's Name & Signature: Mike Kronenberg

Purpose of Trip/Expense

Total to be reimbursed

\$ 115.33

Section 1 - Details of Expenses

No.	Date	Description	Air Fare	Taxi/ Fuel/ Auto Rental	Number of Miles	Mileage Rate	Total Mileage Amount	Lodging	Phone/ Internet	Meals & Entertainment	Other	Net Amount	VAT Amount	Total Paid In USD	Normal Code
1	Sep24, 2014	T-Mobile					\$ -		\$ 115.33			\$ 115.33		\$ 115.33	
2							\$ -					\$ -		\$ -	
3							\$ -					\$ -		\$ -	
4							\$ -					\$ -		\$ -	
5							\$ -					\$ -		\$ -	
6							\$ -					\$ -		\$ -	
7							\$ -					\$ -		\$ -	
8							\$ -					\$ -		\$ -	
9							\$ -					\$ -		\$ -	
10							\$ -					\$ -		\$ -	
11							\$ -					\$ -		\$ -	

Section 2 - Give Details of clients/other employees entertained

No. Co. Name	Name of clients/employees	Total Paid In USD
		\$ -

Section 3 - Give details of items booked and prepaid by LogicNow

Date	Description	Air Fare	Lodging	Other	Total Paid In USD
					\$ -
					\$ -
					\$ -

- 1 Complete a T&E form for each business trip. Do not combine business trips on one form.
- 2 Cross reference the receipts as per the receipt number that you're entering in Section 1
- 3 A receipt should be submitted for every item that is being claimed.
- 4 Receipts should be original invoices, credit card transaction receipts are not accepted.
- 5 If you enter any meals in section 1 for meals with clients, please enter details in Section 2
- 6 If LogicNow has booked & paid any items e.g. Airfare etc, please give details of these in Section 3.
- 7 The grey shaded areas are for Finance use only
- 8 Send the completed form together with the receipts and your manager's approval to the finance dept within the same month as the expense was incurred.
- 9 Approved expense reports should be emailed to EmployeeExp@LogicNow.com

Travel & Entertainment Reimbursement Form

Employee's Name & Signature: Johan Jongma

Manager's Name & Signature: Mike Kronenberg

Purpose of Trip/
Expense

Total to be reimbursed

\$ 1,240.97

Section 1 - Details of Expenses

No.	Date	Description	Air Fare	Taxi/Fuel/ Auto Rental	Number of Miles	Mileage Rate	Total Mileage Amount	Lodging	Phone/ Internet	Meals & Entertainment	Other	Net Amount	VAT Amount	Total Paid In USD	Normal Code
1	Oct24, 2014	T-Mobile					\$ -		\$ 117.66			\$ 117.66		\$ 117.66	
2	Oct27, 2014	UPS - applying for visa to Belarus					\$ -				\$ 78.23	\$ 78.23		\$ 78.23	
3	Oct27, 2014	Consular Fee					\$ -				\$ 390.00	\$ 390.00		\$ 390.00	
4	Oct21, 2014	UPS - applying for visa to Belarus					\$ -				\$ 60.08	\$ 60.08		\$ 60.08	
5	Oct21, 2014	Immigration Examinations Fee					\$ -				\$ 595.00	\$ 595.00		\$ 595.00	
6							\$ -					\$ -		\$ -	
7							\$ -					\$ -		\$ -	
8							\$ -					\$ -		\$ -	
9							\$ -					\$ -		\$ -	
10							\$ -					\$ -		\$ -	
11							\$ -					\$ -		\$ -	
							\$ 1,240.97	\$ -	\$ 1,240.97			\$ 1,240.97		\$ 1,240.97	

Section 2 - Give Details of clients/other employees entertained

No. Co. Name	Name of clients/employees	Total Paid In USD
		\$ -

Section 3 - Give details of items booked and prepaid by LogicNow

Date	Description	Air Fare	Lodging	Other	Total Paid In USD
					\$ -
					\$ -
					\$ -

- 1 Complete a T&E form for each business trip. Do not combine business trips on one form.
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- 9 Approved expense reports should be emailed to EmployeeExp@LogicNow.com

Travel & Entertainment Reimbursement Form

Employee's Name & Signature: Johan Jongma

Manager's Name & Signature: Mike Kronenberg

Purpose of Trip/
Expense

Total to be reimbursed

\$ 410.07

Section 1 - Details of Expenses

No.	Date	Description	Air Fare	Taxi/Fuel/ Auto Rental	Number of Miles	Mileage Rate	Total Mileage Amount	Lodging	Phone/ Internet	Meals & Entertainment	Other	Net Amount	VAT Amount	Total Paid In USD	Nominal Code
1	Nov 24, 2014	T-Mobile					-		\$ 208.34			\$ 208.34		\$ 208.34	
2	Nov 19, 2014	Car Rental		\$ 59.73			-					\$ 59.73		\$ 59.73	
3	Nov 19, 2014	Airport parking					-				\$ 20.00	\$ 20.00		\$ 20.00	
4	Nov 19, 2014	Food					-			\$ 37.00		\$ 37.00		\$ 37.00	
5	Nov 30, 2014	Airport parking					-				\$ 85.00	\$ 85.00		\$ 85.00	
6							-					-		-	
7							-					-		-	
8							-					-		-	
9							-					-		-	
10							-					-		-	
11							-					-		-	
												\$ 410.07	\$ -	\$ 410.07	

Section 2 - Give Details of clients/other employees entertained

No. Co. Name	Name of client/employees	Total Paid In USD
		\$ -

Section 3 - Give details of items booked and prepaid by LogicNow

Date	Description	Air Fare	Lodging	Other	Total Paid In USD
					\$ -
					\$ -
					\$ -

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Manager's Name & Signature: Mike Kronenberg

Purpose of Trip/
Expense

Total to be reimbursed

\$ 179.14

Action 1 - Details of Expenses

No.	Date	Description	Air Fare	Tax/Fuel/ Auto Rental	Number of Miles	Mileage Rate	Total Mileage Amount	Lodging	Phone/ Internet	Meals & Entertainment	Other	Net Amount	VAT Amount	Total Paid In USD	Normal Code
1	Dec 24, 2014	T-Mobile					\$ -		\$ 179.14			\$ 179.14		\$ 179.14	
2							\$ -					\$ -		\$ -	
3							\$ -					\$ -		\$ -	
4							\$ -					\$ -		\$ -	
5							\$ -					\$ -		\$ -	
6							\$ -					\$ -		\$ -	
7							\$ -					\$ -		\$ -	
8							\$ -					\$ -		\$ -	
9							\$ -					\$ -		\$ -	
10							\$ -					\$ -		\$ -	
11							\$ -					\$ -		\$ -	

Section 2 - Give Details of clients/other employees entertained

Section 2 - Give Details of clients/other employees entertained			Section 3 - Give details of items booked and prepaid by LogicNow							
No. Co. Name	Name of clients/employees	Total Paid in USD	Date	Description	Air Fare	Lodging	Other	Total Paid in USD		
								\$ -		
								\$ -		
								\$ -		
		\$ -						\$ -		

- 1 Complete a T&E form for each business trip. Do not combine business trips on one form.
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Manager's Name & Signature:	Mike Kronenberg
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Total to be reimbursed

\$ 228,56

No.	Date	Description	Air Fare	Tax(es)/ Fuel/ Auto Rental	Number of Miles	Mileage Rate	Total Mileage Amount	Lodging	Phone/ Internet	Meals & Entertainment	Other	Net Amount	VAT Amount	Total Paid in USD	Nominal Code
1	Jan24, 2015	T-Mobile					\$ -		\$ 176.48			\$ 176.48		\$ 176.48	
2	Jan19, 2015	UPS- documents to Belarus					\$ -				\$ 15.13	\$ 15.13		\$ 15.13	
3	Jan14, 2015	Tampa airport parking					\$ -				\$ 20.00	\$ 20.00		\$ 20.00	
4	Jan14, 2015	WiFi on air					\$ -				\$ 16.95	\$ 16.95		\$ 16.95	
5							\$ -					\$ -		\$ -	
6							\$ -					\$ -		\$ -	
7							\$ -					\$ -		\$ -	
8							\$ -					\$ -		\$ -	
9							\$ -					\$ -		\$ -	
10							\$ -					\$ -		\$ -	
11							\$ -					\$ -		\$ -	

Section 2 - Give Details of clients/other employees entertained		
No. Co. Name	Name of clients/employees	Total Paid in USD

Section 3 - Give details of items booked and prepaid by LogicNow					
Date	Description	Air Fare	Lodging	Other	Total Paid in USD
					\$
					\$
					\$
					\$

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Travel & Entertainment Reimbursement Form

Employee's Name & Signature: Johan Jongasma

Manager's Name & Signature: Mike Kronenberg

Purpose of Trip/Expense

Total to be reimbursed

\$ 1,273.99

Section 1 - Details of Expenses

No.	Date	Description	Air Fare	Taxi/ Fuel/ Auto Rental	Number of Miles	Mileage Rate	Total Mileage Amount	Lodging	Phone/ Internet	Meals & Entertainment	Other	Net Amount	VAT Amount	Total Paid in USD	Nominal Code
1	Feb24, 2015	T-Mobile					-		\$ 167.99			\$ 167.99		\$ 167.99	
2	Feb02, 2015	Taxi		\$ 116.76			-					\$ 116.76		\$ 116.76	
3	Feb06, 2014	Hilton - Food					-			\$ 25.19		\$ 25.19		\$ 25.19	
4	Feb19, 2015	Fuel		\$ 10.34			-					\$ 10.34		\$ 10.34	
5	Feb19, 2015	Tampa airport parking					-				\$ 20.00	\$ 20.00		\$ 20.00	
6	Feb24, 2015	UPS - documents to Belarus					-				\$ 33.49	\$ 33.49		\$ 33.49	
7	Feb19, 2015	Car Rental		\$ 95.02			-					\$ 95.02		\$ 95.02	
8	Feb17, 2015	Ticket Tampa-Denver	\$ 252.10				-					\$ 252.10		\$ 252.10	
9	Feb19, 2015	Ticket Denver-Tampa	\$ 553.10				-					\$ 553.10		\$ 553.10	
10							-					\$ -		\$ -	
11							-					\$ -		\$ -	
												\$ 1,273.99	\$ -	\$ 1,273.99	

Section 2 - Give Details of clients/other employees entertained

No. Co. Name	Name of client/employees	Total Paid in USD
		\$ -

Section 3 - Give details of items booked and prepaid by LogicNow

Date	Description	Air Fare	Lodging	Other	Total Paid in USD
					\$ -
					\$ -
					\$ -
					\$ -

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Travel & Entertainment Reimbursement Form

Employee's Name & Signature: Johan Jongsma

Manager's Name & Signature: Mike Kronenberg

7

Purpose of Trip/Expense

Total to be reimbursed

\$ 1,025.08

Section 1 - Details of Expenses

No.	Date	Description	Air Fare	Taxi/ Fuel/ Auto Rental	Number of Miles	Mileage Rate	Total Mileage Amount	Lodging	Phone/ Internet	Meals & Entertainment	Other	Net Amount	VAT Amount	Total Paid In USD	Nominal Code
1	March 24, 2015	T-Mobile					\$ -		\$ 154.99			\$ 154.99		\$ 154.99	
2	March 29, 2015	Ticket Tampa-Minsk	\$ 870.09				\$ -					\$ 870.09		\$ 870.09	
3							\$ -					\$ -		\$ -	
4							\$ -					\$ -		\$ -	
5							\$ -					\$ -		\$ -	
6							\$ -					\$ -		\$ -	
7							\$ -					\$ -		\$ -	
8							\$ -					\$ -		\$ -	
9							\$ -					\$ -		\$ -	
10							\$ -					\$ -		\$ -	
11							\$ -					\$ -		\$ -	

Section 2 - Give Details of clients/other employees entertained

No. Co. Name	Name of clients/employees	Total Paid In USD
		\$ -

Section 3 - Give details of items booked and prepaid by LogicNow

Date	Description	Air Fare	Lodging	Other	Total Paid In USD
					\$ -

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