

EXPENSE REPORT

CONSULTANT NAME:	BUSINESS PURPOSE:	PHONE NO.	EXPENSE DATES (FROM --- TO)	BRANDS WORKED ON:
Marilyn Manhattan	Sample Shopping	x5555	8/1-8/18/16	OP

Combined Taxi Receipts Listed Individually

TRAVEL	8/1-8/15/16	8/1/2016	8/8/2016	8/16/2016	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	TOTAL
Airfare								0.00
Car Rental								0.00
Taxis	75.00	25.00	25.00	25.00				150.00
Limo/Car Service								0.00
Parking								0.00
Tolls/Metrocards								0.00
Mileage								0.00
Rail Travel								0.00
Taxis								0.00
								0.00
Subtotal - Travel	75.00	25.00	25.00	25.00	0.00	0.00	0.00	150.00
Grand Total - Travel								150.00

LODGING

	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	TOTAL
Hotel (incl. laundry and taxes)								0.00
Hotel Phone/Internet								0.00
Hotel Parking								0.00
Tips								0.00
								0.00
Subtotal - Lodging	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total - Lodging								0.00

MEALS (Explanation Required on Page 2)**

	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	TOTAL
Meals, Breakfast (self)								0.00
Meals, Lunch (self)								0.00
Meals, Dinner (self)								0.00
Meals, on Hotel Bill								0.00
Meals, Business Meeting **								0.00
Entertainment, Business **								0.00
								0.00
Subtotal - Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total - Meals								0.00

Combined Taxi Receipts Listed Individually

OTHER EXPENSES (Explanation Required on Page 2)	8/1-8/18/16	8/1/2016	8/18/2016	8/13/2016	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	TOTAL
Magazines/Newspapers								0.00
Phone, Fax, Internet								0.00
Postage & Shipping								0.00
Food in Germany								0.00
Food in Germany								0.00
Coffee at Airport								0.00
Roaming Charges								0.00
Telephone (Wireless)								0.00
OP Samples	1,000.00	500.00	250.00	250.00				2,000.00
OP Samples								0.00
								0.00
								0.00
Subtotal - Other Expenses	1,000.00	500.00	250.00	250.00	0.00	0.00	0.00	2,000.00
Grand Total - Other Expenses								2,000.00

EXPENSE REPORT TOTAL

2,150.00

I certify that the information provided above is an accurate record of expenses incurred by me.

CONSULTANT SIGNATURE	DATE	APPROVED BY (PRIMARY- Iconix):	DATE
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APPROVED BY (SECONDARY - Iconix):	DATE
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Total Expenses:	2,150.00
Less Cash Advance:	0.00
Due Company:	0.00
Due Consultant:	2,150.00

For Accounting Use Only:
Reviewed By:

8/1/16

Samples - \$500

A or \$1000

RECEIPT 1

8/18/16

Samples - \$250

A or \$1000

RECEIPT 3

8/3/16

OP Samples - \$250

A or \$1000

RECEIPT 2

GROUP A - \$1000

EXHIBIT 2

8/1/16

Taxi - \$25

B or \$75

RECEIPT 1

8/8/16

Taxi - \$25

B or \$75

RECEIPT 3

8/15/16

Taxi - \$25

B or \$75

RECEIPT 2

GROUP B - \$75

EXHIBIT 2