

EXPENSE REPORT

Saudi Aramco 165 (04/02) Compensation Benefit/Empl. Tax Acctg. Dept.

Submit Original Form to Voucher Proc. SR Rec. & Reconc. Unit, CB&ET Acctg. Dept., T-636, Dhahran

Name (last,first,middle) PETERSON, PATRICIA HOLT		Employee No. 520005	Wife Accompanied? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	P.O. Box No. 09655	Location DHA	Login ID PETERSPH	Phone No. 8771685	Nature of Assignment NESA Spring Educators Conference		
Department/Division ER&T/SAS/SASD SUPPORT SVCS			Office Mail Address Box 73, Dhahran		Phone No. 877-1685	Auth. Entertain./ Bus.Meals? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Assign. in conjunction with repat. vacation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Additional Page Needed For Expense Detail? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Charge Number	Plus one of the following (1, 2, 3, or 4): 1 Cost Center 718400			2 Internal Order
Cost Element 7408019	3 WBS	4 Plant Mtc Order		

DATE Mo./Day/Year	COUNTRY/CITY	HOUR		PER DIEM	TRANS- PORTATION	*	LODGING	*	MEALS	*	Taxi, Tips, Phone, Laundry	*	OTHER EXP. (Explain)	*	TOTAL
		Arrival	Departure												
03/30/2007	Athens, Greece	12:00			40.00	1	186.69	2	27.80	5	33.34	3	440.00	4	727.83
03/31/2007	Athens, Greece						186.69	2	36.95	5	4.00	7			227.64
04/01/2007	Athens, Greece						186.69	2	44.20	5	33.34	3			264.23
04/02/2007	Athens, Greece						186.69	2	59.60	5	8.00	7			254.29
04/03/2007	Athens, Greece		15:00						14.00	8	15.00	7	5.31	6	34.31
															0.00
															0.00
															0.00
															0.00
															0.00
	THIS IS A SAMPLE EXPENSE REPORT. INFORMATION IS FOR DEMONSTRATION PURPOSES ONLY.														0.00
															0.00
															0.00
															0.00
															0.00
															0.00
															0.00
															0.00

Employee's Signature	Date 03/30/2007	<input type="checkbox"/> Exec. Pers. Acct. <input checked="" type="checkbox"/> Credit/Debit thru P/R <input type="checkbox"/> Forward Check	Conversion rate used 1.33350 Euro to \$
----------------------	---------------------------	---	---

Approved (Name & Signature) HANSEN, TIMOTHY TODD	Badge No. 199705	Title <small>SUPT SAUDI ARAMCO SCHOOLS</small>	Date	Subtotal from SA 165-2, if applicable	Currency	
--	----------------------------	---	------	---------------------------------------	----------	--

Remarks (*) 1. Causeway Crossing (150 SR) per IR manual 2. Single Room Rate (140 Euros) - receipt attached 3. Taxi to and from the airport in Athens (25 Euros) - receipt attached 4. Registration fees - receipt attached 5. Lunch and Dinner (Breakfast included in room rate) - Dinner on 4/2/2007 \$45.00 - receipt attached 6. Bahrain visa - receipt attached 7. Tips/Laundry/Phone 8. Lunch only	Total	US\$ Currency	1,508.30
	LESS: Cash Advance	US\$ Currency	
	Amount due (Saudi Aramco)/Claimant	US\$ Currency	1,508.30

FOR ACCOUNTING USE ONLY

	Expense Document	Processor	Approver	Attest
ORIGINAL				
REVERSE				
REPLACEMENT				