

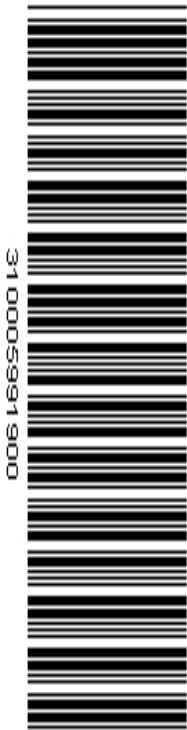
ExpenseNet Fax Cover Page



31 0005991 900

310005991900

TOP



Report Summary

Report Name : May 2013 Asia Pac RAC Meeting Hong Kong

ED Number : 310005991900

Business Purpose : Expenses for Michael LoBianco, Senior Event Manager, AT&T GGlobal Events, to provide onsite event management for the May 2013 Asia Pacific Regional Advisory Council Meeting taking place in Hong Kong May 15-17, 2013

Employee Name : LOBIANCO, MICHAEL

Employee ID : ml3281

BOTTOM

Receipts to Fax

Date	Expense Type	Description	Vendor Name	Amount
5/15/2013	Other Business Costs (Non-Travel)	5/14 - carrying case for ipads (ap rac hong kong)	GRAND ARTS & LINEN CO	71.58
5/13/2013	Public Transportation (Non-Airline)	5/10 - ground transportation from home to jfk airport -ap rac HK	FREELANCE GROUP INC	76.50
5/12/2013	Meals - Conference/Travel/Entertainment	5/12 - dinner for self (tokyo) - overnight on way to hong kong	RADISSON HOTEL	56.35
5/10/2013	Meals - Conference/Travel/Entertainment	Fraudulent Charge - credit appears to offset charge	MAO YAN LIN SOLE PROP	34.00

Fax all cover page(s) followed by required receipts including a copy of any travel pre-approval* to

(314) 331-1227 or (314) 331-1229

The bar code cover page must be the first page of your fax. All receipts listed on the fax report should be contained on the pages that follow. *Receipts can normally be viewed in ExpenseNet using the [View Receipts](#) link within 20 minutes of faxing or by the following business day if manual handling is required.*

* All travel (including force movements) involving airfare and/or hotel expense requires pre-approval by the employee's immediate manager. For auditing purposes, the pre-approval forms, AMEX travel itinerary and other documentation pursuant to the GTEP, must be included with the required receipts. Senior Managers and above do not require pre-approval for travel.

Need assistance? Call Accounts Payable Customer Service at 866-921-6959.