### TO BE DONE TODAY (NUMBER EACH ITEM)

1. Balance savings account
2. Mail checking account statement
3. Call insurance
4. 9th floor office air filter change
5. Phone copy of paper
6. Check P. Chad for supplies
7. Finish Anderson report
8. Check Smith's dates

### EXPENSE & REIMBURSEMENT RECORD

<table>
<thead>
<tr>
<th>Item</th>
<th>Category</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

- Balance savings account
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TO BE DONE TODAY (NUMBER EACH ITEM):

1. Repair and Soldering 41012 whipping (Refer to 7200)
2. Make more samples.
TO BE DONE TODAY (NUMBER EACH ITEM)

1. PH 564 - notes
2. Check 2 Chem.
3. Pay 30 Day
4. Transfer: money savings to checking
5. Work
TO BE DONE TODAY (NUMBER EACH ITEM)

1. [Handwritten]
2. [Handwritten]
3. [Handwritten]
4. [Handwritten]
<table>
<thead>
<tr>
<th>DATE</th>
<th>START</th>
<th>STOP</th>
<th>MILES</th>
<th>TOTALS &amp; EXPENSES</th>
<th>MILEAGE</th>
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</thead>
<tbody>
<tr>
<td>27</td>
<td>0</td>
<td>341.3</td>
<td>10.25</td>
<td>$5.00</td>
<td>5.56%</td>
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<td>28</td>
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<td>0</td>
<td>476.6</td>
<td>11.25</td>
<td>13.8%</td>
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</tbody>
</table>

Total Miles: 818.9

**TOTAL**

**33** per Mile: 1

**Pocket Day-Timer**

**TOTAL AUTO EXPENSE**