

From: [Mark Yancey](#)
To: ["Rafael Nieves"](#); ["Gharabegian, Areg"](#); rvosgood@aol.com; wlr@tamu.edu
Cc: ["Kendrick Wentzel"](#)
Subject: RE: Expense report
Date: Thursday, November 12, 2009 5:14:57 PM
Attachments: [Expense Report Form.xls](#)

Hi all,

Sorry I have been out of pocket for a few days. I've been in a meeting for a day and a half, but have that behind me now. **Please use the attached expense report form** for the trip to Indonesia. Don't list your individual meals – rather list the per diem for each day - \$112/day in Jakarta (10 days if you went to Merauke) and \$56/day x 4 days in Merauke. Thanks

Also, Brian has taken a job with DOE effective last Monday. I just learned this last Sunday. Medco has approved me as Brian's replacement as the Project Manager. Please direct any future correspondence to me with a copy to Rafael. Brian is not moving and will be available if needed to answer any questions we may have about the site related to completing tasks 3 and 4 (conceptual design of the ethanol plant and the financial analysis). This change should have a big impact on the project. I've informed USTDA of the change and expect to hear from them when Diana returns from travel Nov 16.

Mark

NEAtech, LLC
303-906-6234
www.neatechllc.com

EXPENSE REPORT

Company Name: _____
Name: _____

Expense Report No. ____

Title of Project: Feasibility Study: Sorghum-based Ethanol Production Facility in Indonesia
Appropriation No.: 119/101001
Activity No.: 2008-31021C
Reservation No.: 2009310073
Grant No.: GH2009310018

Report Period: 10/16/2009 through 10/22/2009

Date		16-Oct-09	17-Oct-09	18-Oct-09	19-Oct-09	20-Oct-09	21-Oct-09	22-Oct-09	TOTALS
Location		Residence to Airport	Travel to Jakarta	Jakarta	Jakarta	Jakarta	Jakarta	Jakarta	
Expense									
T r a v e l	Air Travel								\$0.00
	Train Travel								\$0.00
	Travel Agent Fee								\$0.00
	Personal Vehicle (Rate = \$0.505/mile)								\$0.00
	Automobile Rental or Car and Driver								\$0.00
	Taxi / Other Transportation								\$0.00
	Tolls / Parking								\$0.00
	Fuel								\$0.00
	Visas and Required Photos								\$0.00
	Airport Departure Taxes								\$0.00
	SubTotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Lodging								\$0.00
	SubTotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
M e a l s	Per Diem								\$0.00
	Meals - Breakfast								\$0.00
	Meals - Lunch								\$0.00
	Meals - Dinner								\$0.00
	Drinking Water and Beverages								\$0.00
	Business Meeting / Luncheon or Dinner								\$0.00
	SubTotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
M i s c .	Telephone / Fax / Email								\$0.00
	AT & T Mobile Roaming Fees in Amsterdam								\$0.00
	Tips / Gratuities / Baggage Handling								\$0.00
	Supplies								
	Doctor visit, shots, medicines								\$0.00
	Conference/Seminar Fees								\$0.00
	Professional Dues								\$0.00
	Postage / Delivery								\$0.00
	Laundry								\$0.00
	SubTotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DAILY TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Purpose of Travel / Comments:

Advances

Company Paid Expenses

Amount Due Employee

Amount Due Company

\$0.00

Employee Signature: _____ Approved by: _____