(1) GEMS EMPLOYEE NUMBER	FROM:	TO:
(2) NAME		

## SHERWIN-WILLIAMS COMPANY BUSINESS TRAVEL AND ENTERTAINMENT EXPENSE REPORT

See "BACK" sheet for Business Entertainment Record See "INSTRUCT" sheet for instructions Note: Receipts are required for all expenditures of \$15.00 or more.

CHECK HERE IF THIS IS A NEW ADDRESS.

ADDRESS CITY, STATE, ZIP

(3)	(4)	(5)	(6)	(7)		(8)	(9)	(10)	(11)	(12)	(13)		(14)	
DATE	CITIES VISITED	MILES	TRANSPORTATION	AIRLINE TICKETS		ODGING	RENTAL CAR	MEALS	ENTER-	TELEPHONE	STATIONERY		OTHERS	DAILY
		TRAVELED	Paid by traveler	PAID BY S-W	Nights	3			TAINMENT	PAGER	& SUPPLIES	AMOUNT	EXPLANATION	TOTALS
														\$0.00
														\$0.00
														\$0.00
														\$0.00
														\$0.00
														\$0.00
														\$0.00
														\$0.00
														\$0.00
														\$0.00
														\$0.00
(15) Total from Leased Car Report	\$0.00													\$0.00
Total Columns horizon- tally and vertically	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	TOTAL EXPENSES:	\$0.00

## (16) Reason for Travel:

(17) DISTRIBUTION OF EXPENSES (SEE INSTRUCTIONS ON LAST PAGE FOR A LIST OF ACCOUNTS AND NEW COST CENTER CONVERSION								
	DIVISION	ACCOUNT	COST	CENTER	AMOUNTS			
TRAVEL		7140002			\$0.00			
MEALS & ENTERTAINMENT		7140001			\$0.00			
CELL PHONE	0	7154002			\$0.00			
STATIONARY & SUPPLIES	0	7404844			\$0.00			
OTHER	0				\$0.00			
OTHER	0				0			
OTHER	0				0			
REIMBURSEMENT DUE:					\$0.00			

	Travel	Meals	Phone/Pager	Cell Phone	Stationary	Postage
Administrative	8140002	8140001	8154001	8154001	8404001	8403001
Representative	7140002	7140001	7154001	7154002	7404844	7403001
Stores/Personne	7140002	7140001	7154001	7154002	7404844	7403001

(18) TOTAL EXPENSES	\$0.00	
(19) CASH ADVANCE DATE:	\$0.00	
(20) AIRLINE TICKETS-Paid by S-W		
(21) TOTAL FUNDS AVAILABLE (Add	\$0.00	
(22) REIMBURSEMENT DUE (Line 1	\$0.00	

Signed:

Approved:

YOUR TOTALS MATCH. PRINT, SIGN AND SUBMIT.