

FINAL PERFORMANCE REPORT

to the

Michigan Department of Agriculture Specialty Crop Block Grant Program – Farm Bill 2009

Project title: Implementation of the Michigan Grape Grower Sustainability Assessment Workbook to Enhance the Competitiveness of the Michigan Grape Industries

Grant Period: October 1, 2009 through December 31, 2010

Grant Number: 791N0200096

Index: 10159

Inventory No: 09-003

Total paid invoices being submitted for reimbursement: \$25,750.56

1. An outline of the issue, problem, interest, or need for each project.

National Grape Cooperative and the Michigan Grape & Wine Industry Council are advocating sustainable production practices to meet the marketing and regulatory needs of their organizations. National Grape has committed to have all of its Michigan grower members develop an action plan for improving their sustainability and the Michigan Grape & Wine Industry Council has listed sustainability as one of their top priorities for the Michigan wine industry. Consumers are becoming more concerned about how their food is produced and major food retailers, such as Walmart, are requiring suppliers to demonstrate sustainability as part of the overall process from field to table. In order to become a preferred supplier, companies like National Grape must have a sustainability program in place with their growers. In response to National Grape's initiative to increase the sustainability of its grower members, a Michigan grape grower sustainability assessment workbook was developed in 2009. This workbook, called Grape*A*Syst, was a collaborative effort between National Grape, Michigan State University, and the Michigan Department of Agriculture. This project provides the Michigan grape industries with additional resources needed to implement the Grape*A*Syst program with Michigan grape growers, increase grower interest for becoming MAEAP verified, and enhance the competitiveness of Michigan's grape industries.

2. How the issue or problem was approached via the project(s).

Assist Michigan grape growers with completion of the Grape*A*Syst Program and develop an action to facilitate the adoption of sustainable viticulture practices (Obj. 1 and 2). National Grape Cooperative hired three technicians to assist Michigan grape growers with completion of the Grape*A*Syst program and to develop an action plan for their vineyard(s) in 2010. Todd Tapper and Suzanne Forraht worked with growers in Van Buren County and Berrien County, respectively, and Jay Briggs worked with growers in northwest Michigan (primarily Leelanau and Grand Traverse Counties). Paul Jenkins was hired by National Grape to be the project

leader, and worked with the technicians and National Grape Cooperative to complete the objectives and project requirements outlined in the grant agreement.

Increase grape grower participation in the Michigan Agriculture Environmental Assurance Program (Obj. 3). Through the engagement of growers in the Grape*A*Syst program, grower knowledge of MAEAP should increase. Growers will see firsthand how attainable verification is for their farm(s). Where applicable, MAEAP verification criteria represent the highest level of sustainability for a particular production practice. By completion of the workbook, growers will be exposed to the MAEAP program and the benefits for becoming verified, including Right-To-Farm protection and State record keeping requirements.

3. How the goals of each project were achieved.

In 2010, the first year of this work, technicians worked with 130 Michigan grape growers to complete the Grape*A*Syst workbook and action plan. Having worked with approximately 33% (130/400) of grape growers in Michigan during 2010, we surpassed our first year goal set for this objective (25%). As stated in the proposal, the first unit of measurement of this project is completion of the workbook (generation of scores), and we projected to have 75% of all juice grape producers and 25% of all wine grape producers complete the Grape*A*Syst program by the end of the fourth year of this project (2013). Please note that the total number of grape growers in Michigan has been approximated since we are relying on NASS data that was last updated in 2007. In 2010, approximately 32 Michigan grape growers started the Michigan Agriculture Environmental Assurance Program (MAEAP) verification process. After the first year of this work, we are on target to meet the goals of this objective (25% increase in grape grower verifications by 2013).

4. Results, conclusions, and lessons learned for each project.

Performance toward meeting our expected outcomes was measured: 1) by the number of growers who complete the Grape*A*Syst program workbook on an annual basis, and 2) by comparing workbook scores over time. Our measurement for the number of growers who completed the Grape*A*Syst workbook in 2010 surpassed our expected outcome. For the first year of this work, 130 Michigan grape growers completed the program. This is approximately 33% (130/400), which is above our first year goal set for this objective (25%). As stated in our proposal, we expect to have 75% of all juice grape producers and 25% of all wine grape producers (300 grape producers in total) complete the Grape*A*Syst program by the end of the fourth year of this project (2013). Since we only have one year of data for this project, we are currently unable to compare workbook score over time. This will be done after the second year of this work (2011), and be included in the final report of year 2 of this project. Performance will be measured by total program performance and not by individual growers since data is confidential.

5. How progress has been made to achieve long term outcome measures for each project.

Data collected from this project will be used as a benchmark for measuring the sustainability of Michigan's grape producers. Increased sustainability of the Michigan grape industries will be monitored through tracking the progress of Grape*A*Syst workbook scores over time.

6. Additional information available (e.g. publications, Web sites).

No additional information.

7. Contact person for each project with telephone number and e-mail address.

Mr. Terry Holloway

National Grape Cooperative

Phone: 269-815-5243

Email: tholloway@welchs.com

8. Summary of financial activity. *Paid invoices being submitted for reimbursement are attached to this report.*

Table 1. Previous allocated expenses, submitted as part of the interim report (April 2010).					
Date	Individual	Personnel	Travel	Supplies	TOTAL
3/12/2010	Tapper	\$2,700	\$417.50	\$0	\$3,117.50
3/26/2010	Tapper	\$1,100	\$312.50	\$0	\$1412.50
5/11/2010	Forraht	\$1,600	\$47	\$16.27	\$1663.27
					\$6,193.27

Table 2. 2010 project expenses not previously reported.					
Date	Individual	Personnel	Travel	Supplies	TOTAL
1/13/2010	Tomac	\$0	\$130.17	\$0	\$130.17
1/31/2010	Tomac	\$0	\$0	\$44.53	\$44.53
5/27/2010	Tapper	\$800	\$197.50	\$0	\$997.50
7/25/2010	Forraht	\$300	\$26.50	\$0	\$326.50
8/25/2010	Forraht	\$200	\$18	\$0	\$218
12/13/2010	Tapper	\$500	\$170	\$0	\$670
12/13/2010	Tapper	\$400	\$0	\$0	\$400
12/27/2010	Tapper	\$400	\$100	\$0	\$500
12/30/2010	Tapper	\$100	\$50	\$0	\$150
12/31/2010	Jenkins	\$12,500	\$0	\$0	\$12,500
12/31/2010	Briggs	\$4,800	\$200	\$15.86	\$5015.86
		\$0	\$0	\$4,798	\$4,798
					\$25,750.56

Total paid invoices being submitted for reimbursement: \$25,750.56

**2010 Grape A Syst Invoice
Northern Michigan Vineyards
J. Briggs**

12/31/2010

Score Sheets 48 (x \$100) \$4800

Mileage 400mi (x \$.50) \$200

Expenses \$15.86

Total Due \$5015.86

Approved for payment by Jay Hardenburg.

MAY 11 10

INVOICE

May 11, 2010

Bill To: National Grape Co-operative Assn., Inc.
2 South Portage Street
Westfield, New York 14787

From: Suzanne Forraht
5580 Pipestone Rd.
Sodus, Michigan 49126

Please pay the Total Amount submitted below for Grape*A*Syst training services provided under contract with your company between January 1 and January 31, 2010.

Workbooks and action plans completed:

16 growers @ \$ 100.00 per grower = \$ 1600.00

Labor Sub-total: \$ 1600.00

Reimbursable Expenses:

Mileage:

- 2/10/10: 19 miles - Benton Harbor
- 3/15/10: 11 miles - St. Joseph
- 3/8/10: 5 miles - Berrien Springs
- 4/5/10: 8 miles - Berrien Springs
- 4/14/10: 21 miles - Benton Harbor
- 5/4/10: 30 miles - Coloma
- 94 miles total @ \$0.50 per mile = \$ 47.00

Miscellaneous:

- Donuts/coffee for group meeting on 4/14/10: \$ 7.80
- 100 - 9"x12" envelopes (Office Depot 3/28)for mailings \$ 8.47

Expense Sub-total: \$ 63.27

Total Amount Due: \$ 1663.27

Sincerely,

Suzanne Forraht

INVOICE

July 8, 2010

Bill To: National Grape Co-operative Assn., Inc.
2 South Portage Street
Westfield, New York 14787

From: Suzanne Forraht
5580 Pipestone Rd.
Sodus, Michigan 49126

Please pay the Total Amount submitted below for Grape*A*Syst training services provided under contract with your company between May 12 and July 8, 2010.

Workbooks and action plans completed:			
3 growers @ \$ 100.00 per grower	=		\$ 300.00
Labor Sub-total:			\$ 300.00
Reimbursable Expenses:			
Mileage: 5/14/10: 32 miles - Benton Harbor			
6/15/10: 21 miles - Buchanan			
53 miles total @ \$0.50 per mile	=	\$	26.50
Miscellaneous:		\$	0.00
Expense Sub-total:		\$	26.50
Total Amount Due:		\$	326.50

Sincerely,

Suzanne Forraht

AUG 27 '10

INVOICE

August 25, 2010

Bill To: National Grape Co-operative Assn., Inc.
2 South Portage Street
Westfield, New York 14787

From: Suzanne Forraht
5580 Pipestone Rd.
Sodus, Michigan 49126

Please pay the Total Amount submitted below for Grape*A*Syst training services provided under contract with your company between July 9 and August 25, 2010.

Workbooks and action plans completed:
2 growers @ \$ 100.00 per grower = \$ 200.00

Labor Sub-total: \$ 200.00

Reimbursable Expenses:

Mileage: 7/14/10: 16 miles – St. Joseph
7/22/10: 20 miles - Baroda
36 miles total @ \$0.50 per mile = \$ 18.00

Miscellaneous: \$ 0.00

Expense Sub-total: \$ 18.00

Total Amount Due: \$ 218.00

Sincerely,

Suzanne Forraht

INVOICE

Paul Jenkins
1122 Pacific Ave
Lansing, Michigan 48910

Date: 12/31/2010

Billed to: National Grape Cooperative Association, Inc.
Terry Holloway
8980 US-31, Suite 3
Berrien Springs, Michigan 49103

<u>Description</u>	<u>Amount</u>
Project coordinator for MDA Block Grant	\$12,500
TOTAL	\$12,500



PO Box 465
 4355 Lake Street
 Bridgman, MI 49106
 (269) 465-9269
 Fax (269) 465-9525

Invoice

Date	Invoice #
2/9/2010	7208

Bill To	Ship To
Welch's - Lawton Accounts Payable PO Box 9180 Concord, MA 01742-9180	Welch's - Lawton Mr. Rick Reeves Plant Systems Manager 400 Walker Street Lawton, MI 49065

P.O. Number	Terms	Rep	Ship	Tag	Customer Phone
33710	due on recpt	GB	2/9/2010		269-624-8259

Qty.	Item Code	Description	Price E...	Amount
2	E6400	Latitude E6400ATG Intel Core 2 Duo P8700 with VT 2.53GHz, 1066MHz 3M L2 Cache 4.0GB, DDR2-800 SDRAM, 2 DIMM 80GB Hard Drive 9.5MM, 7200RPMFFS 8X DVD+/-RW 14.1 inch Wide Screen WXGA Antiglare LED LCD with Touchscreen Internal Backlit English Keyboard Intel Integrated Graphics Media Accelerator 4500MHD With PC-Card Intel WiFi Link 5100 (802.11 a/g/n 1X2) 1/2 MiniCard Windows 7 Ultimate downgrade to XP Professional SP3, with media Dell Data Back-up and RecoveryManager for WinXP 90W 3-Pin, AC Adapter for Latitude E-Family Cyberlink Power DVD 8.3,with Media Roxio Creator Dell Edition 10.3, Media 6-Cell/54 WHr Battery with Dust Cover 6-Cell/54-WHr Additional Battery with Port Cover Dell Additional Slim 65W Auto/Air/AC adapter Dell ProManage SystemTrack Services - Remote Data Protection & System Recovery 3 Year (365-0589) Four years complete care Four years, next business day, on-site, parts and labor warranty TAG NUMBERS: GRPG4M1 AND FRPG4M1 Meridian Toploading Laptop Case - Fits Laptops of Screen Size Up to 15.6 -	2,399.00	4,798.00

Thank you for your trust!

Subtotal
Sales Tax (6.0%)
Total
Payments/Credits
Balance Due

Received by:

 please make checks payable to 2nd Look Laptops

If payment is not met, customer will be liable for all collections costs and attorney and court fees.
 A restocking charge of 20% may be applied to returned items.



PO Box 465
 4355 Lake Street
 Bridgman, MI 49106
 (269) 465-9269
 Fax (269) 465-9525

Invoice

Date	Invoice #
2/9/2010	7208

Bill To	Ship To
Welch's - Lawton Accounts Payable PO Box 9180 Concord, MA 01742-9180	Welch's - Lawton Mr. Rick Reeves Plant Systems Manager 400 Walker Street Lawton, MI 49065

P.O. Number	Terms	Rep	Ship	Tag	Customer Phone
33710	due on recpt	GB	2/9/2010		269-624-8259

Qty.	Item Code	Description	Price E...	Amount
		Black		

Thank you for your trust!

Subtotal	\$4,798.00
Sales Tax (6.0%)	\$0.00
Total	\$4,798.00
Payments/Credits	\$-4,798.00
Balance Due	\$0.00

Received by:

 please make checks payable to 2nd Look Laptops

If payment is not met, customer will be liable for all collections costs and attorney and court fees.
 A restocking charge of 20% may be applied to returned items.

Approved for payment: Jay Hardenburg

JAY HARDENBURG

MAR 26 10

INVOICE

March 12, 2010
~~February 5, 2010~~

Bill To: National Grape Co-operative Assn., Inc.
2 South Portage Street
Westfield, New York 14787

From: Todd Tapper
65611 Braybrook Rd.
Lawrence, MI 49064

Please pay the Total Amount submitted below for Grape*A*Syst training services provided under contract with your company between ~~January 1~~ and ~~January 31, 2010~~.
March 12 February 1

Workbooks and action plans completed:
27 growers @ \$ 100.00 per grower = \$2,700 ✓
Labor Sub-total: \$2,700

Reimbursable Expenses:
Mileage: 835 miles @ \$0.50 per mile = \$417.50 ✓

Miscellaneous 0 \$

Expense Sub-total: \$417.50

Total Amount Due: \$3117.50

\$2,700 01.0.0501.6620.6450
\$ 417.50 01.0.0501.6620.6451

Sincerely,

Todd Tapper



Lisa Lutgen
MAR 26 2010

Approved for Payment: Jay Hardenburg

INVOICE

2010

March 26, 2010

Bill To: National Grape Co-operative Assn., Inc.
2 South Portage Street
Westfield, New York 14787

From: Todd Tapper
65611 Braybrook Rd.
Lawrence, MI 49064

Please pay the Total Amount submitted below for Grape*A*Syst training services provided under contract with your company between ~~January 1 and January 31~~, 2010. *March 12*
March 26

Workbooks and action plans completed:

11 growers @ \$ 100.00 per grower = \$ 1,100 ✓

Labor Sub-total: \$ 1,100

Reimbursable Expenses:

Mileage: 625 miles @ \$0.50 per mile = \$ 312.50 ✓

Postage: (mailing meeting invitations to 20 growers): 0.00

Miscellaneous (pizza for group meeting): 0.00

Expense Sub-total: \$ 312.50

Total Amount Due: \$ 1,412.50

\$ 1,100 01.0,0501.6620, 6450

\$ 312.50 01.0,0501.6620, 6451

Sincerely,

Todd Tapper

Lisa Lugen
MAR 26 2010

INVOICE

May 27, 2010,

Bill To: National Grape Co-operative Assn., Inc.
2 South Portage Street
Westfield, New York 14787

From: Todd Tapper
65611 Braybrook Rd.
Lawrence, MI 49064

Please pay the Total Amount submitted below for Grape*A*Syst training services provided under contract with your company between January 1 and January 31, 2010.

Workbooks and action plans completed:
 8 growers @ \$ 100.00 per grower = \$ 800.00
Labor Sub-total: \$ 800.00

Reimbursable Expenses:

Mileage: 395 miles @ \$0.50 per mile = \$ 197.50
Postage: (mailing meeting invitations to 20 growers): \$ 0.00
Miscellaneous (pizza for group meeting): \$ 0.00

Expense Sub-total: \$ 197.50

Total Amount Due: \$ 997.50

Sincerely, Todd Tapper

INVOICE

December 13, 2010

Bill To: National Grape Co-operative Assn., Inc.
2 South Portage Street
Westfield, New York 14787

From: Todd Tapper
65611 Braybrook Rd.
Lawrence, MI 49064

Please pay the Total Amount submitted below for Grape*A*Syst training services provided under contract with your company between January 1 and January 31, 2010.

Workbooks and action plans completed:

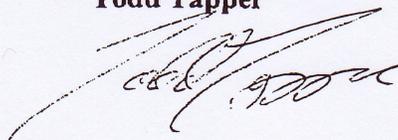
4 growers @ \$ 100.00 per grower = \$ 400.00

Labor Sub-total: \$ 400.00

Total Amount Due: \$ 400.00

Sincerely,

Todd Tapper



INVOICE

December 13, 2010

Bill To: National Grape Co-operative Assn. Inc
2 South Portage Street
Westfield, Newyork 14787

From: Todd Tapper
65611 Braybrook Rd.
Lawrence, MI 49064

Please pay the total amount submitted below for Grape*A*Syst training services provided under contract with your company between January 1st 2010 and January 1st 2011.

Workbooks and action plans completed

5 Growers @ \$100 per grower = \$ 500.00

Labor Sub-total = \$ 500.00

Mileage= 340 miles@ .50 per mile= \$170.00

Total Amount Due _____ \$ 670.00

Sincerely,
Todd Tapper

INVOICE

December 27th 2010

Bill To: National Grape Co-operative Assn. Inc
2 South Portage Street
Westfield, Newyork 14787

From: Todd Tapper
65611 Braybrook Rd.
Lawrence, MI 49064

Please pay the total amount submitted below for Grape*A*Syst training services provided under contract with your company between January 1st 2010 and January 1st 2011.

Workbooks and action plans completed

4 Growers @ \$100 per grower = \$ 400.00

Labor Sub-total = \$ 400.00

Mileage: 200 miles @ .50 per mile = \$ 100.00

Total Amount Due _____ **\$500.00**

Sincerely,
Todd Tapper

Approved for Payment
JAY HARDENBURG
Jay S. Hardenburg JAN 10 11/10/11

GROWER	DATE	SCORE	ISSUE
EDWIN KERLIKOWSKIE	12/26/10	111	7-16
EDWIN KERLIKOWSKIE JR.	12/16/10	111	7-16
MARC KERLIKOWSKIE	12/16/10	111	7-16
KERLIKOWSKIE FAMILY VINYARDS	12/16/10	111	7-16

Terry Holloway 12/30/10

Jay Hardenburg
 JAY HARDENBURG
 JAN 16 11 1/10/11

EXPENSE LOG

RE	EXPENSE	AMOUNT
2/16/10	KARLIKOWSKI MEETING AT BERRIEN OFFICE	100 mi = \$50
12/27/10	BERRIEN OFFICE	100 mi = \$50

JAY HARDENBURG
Jay Hardenburg JAN 10 / 11 / 10/11

INVOICE

December 30, 2010

Bill To: National Grape Co-operative Assn., Inc.
2 South Portage Street
Westfield, New York 14787

From: Todd Tapper
65611 Braybrook Rd
Lawrence, MI 49064

Please pay the Total Amount submitted below for Grape*A*Syst training services provided under contract with your company between January 1 and January 31, 2010.

Workbooks and action plans completed:

1 growers @ \$ 100.00 per grower = \$ 100.00

Labor Sub-total: \$ 100.00

Reimbursable Expenses:

Mileage: 100.0 miles @ \$0.50 per mile = \$ 50.00

Expense Sub-total: \$ 50.00

Total Amount Due: \$ 150.00

Sincerely,

Todd Tapper

\$100 01.0.0501.6620.6450

\$ 50 01.0.0501.6620.6451

Approved *J.D.H.*
JAY HARDENBURG
JAN 10 11
1/10/11

JTH

NATIONAL GRAPE COOPERATIVE EXPENSE REPORT FORM

FROM: 1/13/10 to 1/27/10

Employee Name: Stephen M. Tomal Jr Dept: National

General business purpose. This is a REQUIRED field. Mileage to Lansing for Grape Assist
Trunkle Postage Stamps for Office

DATE	1/13/10	1/14/10	1/15/10	1/16/10	1/17/10	1/18/10	1/19/10	
DAY	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
ITEM								TOTAL
BREAKFAST (self only)								
LUNCH (self only)								
DINNER (self only)								
BUSINESS MEALS (self and others)	16.67							16.67
HOTEL								
AIR FARE								
POSTAGE & TELEPHONE	45.39							45.39
TAXI, LIMO SVCE, ETC								
MILEAGE (personal car use) (.50/mi)	227.00	113.50						113.50 227.00
PARKING/TOLLS								
RENTAL CAR CHARGES (incl gas)								
INCIDENTALS								
COMPANY CAR								
TOTAL	289.06							289.06

The expenses above represent TOTAL EXPENSES incurred for the account of NATIONAL GRAPE CO-OP. Amount Due Employee 289.06

AK 175.56

Please charge these expenses to the following:

Company	Bus Ctr	Cost Ctr	Object	Sub Code	Amount
01	0	0501	6240	0	45.39
01	0	0501	6020	6451	130.17

MI S.C.B.G. Expense:

*Lisa Luigen
Feb 08 2010*

GUIDELINES FOR FILLING OUT AN EXPENSE REPORT

- A. As of 9/1/07, this is the only acceptable version of the paper expense report. Please submit this form in full. Shortened versions will no longer be accepted.
- B. Please remember to put your name and department at the top of the report and fill in the GENERAL BUSINESS PURPOSE section.
- C. Supporting documentation must be submitted with the report. This includes original receipts for charges over \$25 that shows proof of payment.
- D. Expense reports should be completed within 1 week of return or occurrence of expense to ensure timely
- E. No employee may approve his/her own expense report or an expense report that has expenses related to himself/herself reported on it.
- F. Meal expenditures not connected with a trip will be reimbursed if such meal is an extension of a business meeting or is incurred to conduct a bona fide business matter which cannot be conducted at other times. Routine non-travel related lunches with peers or subordinates are not chargeable to the Company.
- G. Please refer to the Business Travel and Expense Reporting and Reimbursement Policies that is available on the Portal for further details.

Date	MILEAGE EXPLANATION - Origin, destination, purpose	AUTO MILEAGE
1/13/2010	Kalamazoo to Lansing and Paw Paw Grape Assyst Training	227
1/14/2010		
1/15/2010		
1/16/2010		
1/17/2010		
1/18/2010		
1/19/2010		

Date	DETAIL of BUSINESS MEALS - list individuals separately			AMT
	PLACE	INDIVIDUALS	PURPOSE	
1/13/2010	Big Boy	Steve and Todd Tapper		\$16.67
1/14/2010				
1/15/2010				
1/16/2010				
1/17/2010				
1/18/2010				
1/19/2010				
TOTAL				\$16.67

EXPLANATION	DETAIL OF INCIDENTALS							TOTAL
	MON	TUES	WEDS	THURS	FRI	SAT	SUN	
TOTAL								

[Signature] 2/2/10
 Employee Signature Date

[Signature] 2/2/10
 Approving Manager Signature Date

NATIONAL GRAPE COOPERATIVE EXPENSE REPORT FORM

FROM: 1/25/10 TO: 1/31/10

Employee Name: Terry Holloway Dept: National

General business purpose. This is a REQUIRED field. grape a a syst meeting

DATE	1/25/10	1/26/10	1/27/10	1/28/10	1/29/10	1/30/10	1/31/10	
DAY	MON	Tues	Wed	Thurs	Fri	Sat	Sun	
ITEM								TOTAL
BREAKFAST (self only)								
LUNCH (self only)			31.33					31.33
DINNER (self only)								
BUSINESS MEALS (self and others)								
HOTEL								
AIR FARE								
POSTAGE & TELEPHONE								
TAXI, LIMO SVCE, ETC								
MILEAGE (personal car use) (.50/mi)								
PARKING/TOLLS								
RENTAL CAR CHARGES (incl gas)								
INCIDENTALS			13.20					13.20
COMPANY CAR								
TOTAL			44.53					44.53

The expenses above represent TOTAL EXPENSES incurred for the account of NATIONAL GRAPE CO-OP. Amount Due Employee 44.53

Please charge these expenses to the following:

Michigan P.C.B.G. Expense: →

Company	Bus Ctr	Cost Ctr	Object	Sub Code	Amount
01	0	0501	60620	6451	44.53

Lisa Lutzen
FEB 12 2010

GUIDELINES FOR FILLING OUT AN EXPENSE REPORT

- A. As of 9/1/07, this is the only acceptable version of the paper expense report. Please submit this form in full. Shortened versions will no longer be accepted.
- B. Please remember to put your name and department at the top of the report and fill in the GENERAL BUSINESS PURPOSE section.
- C. Supporting documentation must be submitted with the report. This includes original receipts for charges over \$25 that shows proof of payment.
- D. Expense reports should be completed within 1 week of return or occurrence of expense to ensure timely
- E. No employee may approve his/her own expense report or an expense report that has expenses related to himself/herself reported on it.
- F. Meal expenditures not connected with a trip will be reimbursed if such meal is an extension of a business meeting or is incurred to conduct a bona fide business matter which cannot be conducted at other times. Routine non-travel related lunches with peers or subordinates are not chargeable to the Company.
- G. Please refer to the Business Travel and Expense Reporting and Reimbursement Policies that is available on the

Date	MILEAGE EXPLANATION - Origin, destination, purpose	AUTO MILEAGE
1/25/2010		
1/26/2010		
1/27/2010		
1/28/2010		
1/29/2010		
1/30/2010		
1/31/2010		

Date	DETAIL of BUSINESS MEALS - list individuals separately			AMT
	PLACE	INDIVIDUALS	PURPOSE	
1/25/2010				
1/26/2010				
1/27/2010	Berrien springs	Paul jenkins Todd tapper steve terry Terry holloway	grape a syst	\$31.33
1/28/2010				
1/29/2010				
1/30/2010				
1/31/2010				
TOTAL				\$31.33

EXPLANATION	DETAIL OF INCIDENTALS							TOTAL
	MON	TUES	WEDS	THURS	FRI	SAT	SUN	
TOTAL								

Terry Holloway
Employee Signature

_____ Date

[Signature] 2/9/10
Approving Manager Signature

Gay D. Hardenburg 2/15/10
Date