



**Attach receipts as required.**

Refer to: <http://kpnet.kp.org:81/ecom/teo/index.html> for further information.

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**SEND COMPLETED EXPENSE REPORT TO LABOR RELATIONS WITH ALL OTHER REQUIRED FORMS AND RECEIPTS. PLEASE RETAIN A COPY FOR YOUR FILES.**

UNAC-UHCP/Management Education Oversight Committee, Labor Relations Dept, 6th floor, 393 E. Walnut, Pasadena, CA 91188