



**THE TOBACCO INSTITUTE  
TIME AND EXPENSE REPORT**

Name Joe Osborne  
Cost Center Public Affairs

Employee Number 619  
Cost Center Number 1301

Period Ending 5/15/87  
Mo. Day Yr.

| Description Of Activity        | Activity Code No. | Total Hours | TIME DISTRIBUTION FOR PERIOD |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
|--------------------------------|-------------------|-------------|------------------------------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|
|                                |                   |             | 1                            | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |
| GENERAL INSTITUTE ACTIVITIES   | 10                | 73.5        | 7                            |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
| GRASSROOTS LOBBYING ACTIVITIES | 20                |             |                              |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
| HOLIDAY                        | 30                |             |                              |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
| SICK/PERSONAL LEAVE            | 40                | 3.5         |                              |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
| VACATION                       | 50                |             |                              |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
| OTHER                          | 60                |             |                              |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
| LEAVE WITHOUT PAY              | 70                |             |                              |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
| <b>TOTAL HOURS</b>             |                   | <b>77</b>   | <b>7</b>                     |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |

**SUMMARY OF HOURS (Accounting use only)**

|                          |  |
|--------------------------|--|
| REGULAR HOURS            |  |
| OVERTIME TIME & ONE HALF |  |
| TOTAL PAID HOURS         |  |
| LEAVE WITHOUT PAY        |  |

REMARKS (Explanation of all Code 20, 60, and 70 activities)

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Total Reimbursable Expense 1281.05

Less Advance         

Due Employee 1281.05

Due T.I.         

Time & Expense Audited By Staelicke

Date 6/16/87

Employee Signature Joe Osborne Date 6/12/87

Approval Signature Steven M. Steg Date 6/12/87

**RECEIVED**

JUN 15 1987

ACCOUNTING

CONFIDENTIAL:  
TOBACCO LITIGATION

TICT 0011920A

TICT 0011920B

Daily Expenses

| Date                      | 5/2     | 5/4    | 5/7     | 5/11         | 5/12    | 5/14     | 5/15     | TOTAL EXPENSES |
|---------------------------|---------|--------|---------|--------------|---------|----------|----------|----------------|
| Out-of-Town Trip Location |         |        |         | Montford, CT |         | State Fe | AM       |                |
| Room + Room Tax           |         |        |         | \$105.35     |         |          | \$75.86  | \$181.21       |
| Meals for Self (Number)   | ( )     | ( )    | ( )     | (1)          | (1)     | ( )      | ( )      | ( )            |
| Total \$ Spent            |         |        |         | \$17.01      | \$15.14 |          | (12) 1/2 | \$98.53        |
| Air / Train Travel        |         |        |         | \$248.00     |         | \$510.00 |          | \$758.00       |
| Automobile Rental         |         |        |         |              |         |          | 50.00    | \$60.00        |
| Business Meals            | \$44.34 |        | \$84.49 |              |         |          |          | \$129.33       |
| Cab Fare                  |         | \$6.00 |         | \$5.00       |         | \$45.00  |          | \$56.00        |
| Local Phone               |         |        |         | \$2.93       | \$3.96  |          |          | \$7.89         |
| Distance Phone Calls      |         |        |         |              |         |          |          |                |
| Entertainment             |         |        |         |              |         |          |          |                |
| TOTAL EXPENSES            | \$44.34 | \$6.00 | \$84.49 | \$378.24     | \$19.12 | \$555.00 | \$99.51  | \$1281.05      |

Purpose Of Trip / Remarks Potential Disbursement of C.C.C.

- Dinner w/ Rudy Calabro (A.A. Lt. Dynamite (D.C.A) re: Coalition build.
- Local fire to U.S. - Women's Network Luncheon
- Meal lunch w/ D.C. Fire Dept. re: Smoke detector Campaign, model program.
3. Meal lunch w/ D.C. Fire Dept. re: project status reports.
- Dinner for self & Jeff Ross re: project status reports.
- Attendee at Metropolitan Fire Chiefs Conference
- Meets with Santa Fe NM - Assistant Fire Chief - Georgetown
- re: Fire prevention program (5/15)
- Attendee at International Association of Fire Chiefs, Santa Fe NM (5/17-5/18)
- Speakers Bureau Chiefs Mtg. (5/17-5/18)
- See T.E.F. - pd. mtds 5/30.

| Accounts To Be Charged |             |                | Total     |
|------------------------|-------------|----------------|-----------|
| Account Title          | Cost Center | Account Number | Total     |
| Travel                 | 1301        | 3900           | \$1281.05 |
| Conf. and Meetings     |             | 4000           |           |
| Grassroots Lobbying    |             |                |           |
| TOTALS                 |             |                | \$1281.05 |

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