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Category	Description	Billable	Date	Amount
Travel	Trip to New York to meet Mr Smith of ABC, Inc.	Yes	04 Jan 2003	560.00
Travel	Las Vegas conference airline ticket	Yes	02 May 2003	1,230.00
Meals	Las Vegas conference, meals	Yes	02 Jun 2003	250.00

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Category	Description	Billable	Date	Amount
Entertainment	Corporate retreat, Florida	No	05 Oct 2003	5,450.00
Office Expenses	Printer paper	No	06 Dec 2003	50.00
Equipment	Canon Digital Camera	Yes	03 Jul 2003	899.00
Equipment	Dell Notebook	No	01 Aug 2003	1,899.00

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Category	Description	Billable	Date	Amount
Professional Services	Web site design	Yes	02 Sep 2003	6,500.00
Legal Services	Out of court settlement with XYZ, Inc.	No	02 Oct 2003	12,000.00

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Category	Description	Billable	Date	Amount
Travel	Trip to XYZ, Inc. headquarters in Pittsburgh, PA to sign settlement papers and meet with CIO.	No	02 Nov 2003	460.00