<table>
<thead>
<tr>
<th>TRAVELER (Name/Title)</th>
<th>EVENT</th>
<th>LOCATION AND TRAVEL DATES</th>
<th>SOURCE</th>
<th>BENEFITS ACCEPTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith Secretary</td>
<td>Conference on Asia-Pacific Relations sponsored by Asia-Pacific Forum,</td>
<td>San Francisco, CA 8/11-13/03</td>
<td>Asia-Pacific Forum Pacific Rim Assoc.</td>
<td>Hotel</td>
</tr>
<tr>
<td>Joyce Smith Spouse of Secretary</td>
<td>Conference on Asia-Pacific Relations sponsored by Asia-Pacific Forum,</td>
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<td>Asia-Pacific Forum Pacific Rim Assoc.</td>
<td>Air Transportation Meals</td>
</tr>
</tbody>
</table>

**Examples:**

- **NAME**: John Smith
  - **DESCRIPTION**: Conference on Asia-Pacific Relations sponsored by Asia-Pacific Forum,
  - **LOCATION**: San Francisco, CA 8/11-13/03
  - **SOURCE**: Asia-Pacific Forum Pacific Rim Assoc.
  - **BENEFITS ACCEPTED**: Hotel, Air Transportation Meals

**NAME**: Joyce Smith Spouse of Secretary
- **DESCRIPTION**: Conference on Asia-Pacific Relations sponsored by Asia-Pacific Forum,
- **LOCATION**: San Francisco, CA 8/11-13/03
- **SOURCE**: Asia-Pacific Forum Pacific Rim Assoc.
- **BENEFITS ACCEPTED**: Air Transportation Meals

**Approved by:**

Gregory E. Sanford
Financial Mgmt. Office