

INLAND STEEL COMPANY

WHEELWRIGHT, KY.

30 August 1963

R.D.M. et

TO ALL CONCERNED:

Attached is a copy of the Summary Expense Statement to be used to report reimbursable expenditures, commencing with the month of September. You will note the form covers expenses for an entire month and should be submitted in the month in which the expenses are incurred. The old monthly expense report form should be used to report August expenses.

In addition to the Summary Expense Statement, two other forms will be used to report expenses, namely, Entertainment and Business Meal Expense Statement and Club Membership Expense Statement. These forms will be required when expenses are incurred in entertaining groups or when club membership is used for entertaining. There will be very little occasion when the latter two forms will be required for our people here at Wheelwright.

Internal Revenue Service recommendations have been interpreted in relation to associated Inland policies and practices, and instructions have been printed on the reverse of each form to outline procedures to be followed to meet requirements of the new Internal Revenue regulations. Reporting requirements are as follows:

SUMMARY EXPENSE STATEMENT

This form is used to report reimbursable travel expense and expenses other than entertainment, business meals, and club membership expenses. Space is provided to summarize all reimbursable expenses for the month, including those reported on the Entertainment and Business Meal Expense Statement and the Club Membership Expense Statement.

ENTERTAINMENT AND BUSINESS MEAL EXPENSE STATEMENT

This form is to be used to report only reimbursable entertainment and business meal expense.

CLUB MEMBERSHIP EXPENSE STATEMENT

If you are a member of a social or athletic club and the Company reimburses you for the dues, this form is to be used to report all expenses incurred at the club. Reimbursement will be limited to business expenditures.