

**Portland Housing Bureau  
Expense Tracking Report - Travel/Training & Director's Office  
For the Period From JUL 2013 to JAN 2014**

Internal Order	Description	Expense Type	Expenses	Encumbered	Total
9HCMG0000010	Gen Fund Dir Office Dir Admin	529 - Miscellaneous Services	\$5,300.01		\$5,300.01
		541 - Continuing Education	\$5,000.00		\$5,000.00
		<b>Internal Order Total</b>	<b>\$10,300.01</b>		<b>\$10,300.01</b>

Internal Order	Description	Expense Type	Expenses	Encumbered	Total
9HCMG0000151	Travel/Training Business Operator	541 - Continuing Education	\$3,629.49		\$3,629.49
		542 - Travel Expenses	\$881.76		\$881.76
		<b>Internal Order Total</b>	<b>\$4,511.25</b>		<b>\$4,511.25</b>

Internal Order	Description	Expense Type	Expenses	Encumbered	Total
9HCMG0000150	Travel/Training Director's Office	541 - Continuing Education	\$65.00		\$65.00
		542 - Travel Expenses	\$925.48		\$925.48
		<b>Internal Order Total</b>	<b>\$990.48</b>		<b>\$990.48</b>

Internal Order	Description	Expense Type	Expenses	Encumbered	Total
9HCMG0000152	Travel/Training Equity, Public Info	541 - Continuing Education	\$2,540.00		\$2,540.00
		542 - Travel Expenses	\$592.50		\$592.50
		<b>Internal Order Total</b>	<b>\$3,132.50</b>		<b>\$3,132.50</b>

Internal Order	Description	Expense Type	Expenses	Encumbered	Total
9HCMG0000153	Travel/Training Hsg Access & Stab	542 - Travel Expenses	\$381.94		\$381.94
		<b>Internal Order Total</b>	<b>\$381.94</b>		<b>\$381.94</b>

Internal Order	Description	Expense Type	Expenses	Encumbered	Total
9HCMG0000154	Travel/Training Hsg Investment & F	524 - Repair & Maintenance Serv	\$0.00		\$0.00
		541 - Continuing Education	\$1,958.07		\$1,958.07
		542 - Travel Expenses	\$809.54		\$809.54
		<b>Internal Order Total</b>	<b>\$2,767.61</b>		<b>\$2,767.61</b>

		<b>Grand Total</b>	<b>\$22,083.79</b>		<b>\$22,083.79</b>
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*Includes all external M&S expenses charged against cost objects displayed*