

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

Internal Order	Description	Expense Type	Expenses	Encumbered	Total
9HCMG0001043	Director's Office - Sponsorships 14	529 - Miscellaneous Services	\$1,275.90		\$1,275.90
		Internal Order Total	\$1,275.90		\$1,275.90

Internal Order	Description	Expense Type	Expenses	Encumbered	Total
9HCMG0000001	Gen Fund Bus Ops Admin	521 - Professional Services	\$0.00		\$0.00
		522 - Utilities	\$463.96		\$463.96
		524 - Repair & Maintenance Serv	\$508.70		\$508.70
		529 - Miscellaneous Services	\$5,450.11		\$5,450.11
		531 - Office Supplies	\$2,129.69		\$2,129.69
		532 - Operating Supplies	\$405.20		\$405.20
		534 - Minor Equipment & Tools	\$168.75		\$168.75
		539 - Commodities	\$1,631.77		\$1,631.77
		541 - Continuing Education	\$13,493.85		\$13,493.85
		542 - Travel Expenses	\$3,193.00		\$3,193.00
		544 - Space Rental	(\$21,788.68)		(\$21,788.68)
		548 - Operating Leases	\$153,766.56		\$153,766.56
		549 - Miscellaneous	(\$4,231.82)		(\$4,231.82)
		Internal Order Total	\$155,191.09		\$155,191.09

Internal Order	Description	Expense Type	Expenses	Encumbered	Total
9HCMG0000010	Gen Fund Dir Office Dir Admin	529 - Miscellaneous Services	\$275.00		\$275.00
		541 - Continuing Education	(\$359.80)		(\$359.80)
		Internal Order Total	(\$84.80)		(\$84.80)

Internal Order	Description	Expense Type	Expenses	Encumbered	Total
9HCMG0000151	Travel/Training Business Operator	542 - Travel Expenses	\$1,339.71		\$1,339.71
		Internal Order Total	\$1,339.71		\$1,339.71

Internal Order	Description	Expense Type	Expenses	Encumbered	Total
9HCMG0000150	Travel/Training Director's Office	541 - Continuing Education	\$1,794.60		\$1,794.60

Includes all external M&S expenses charged against cost objects displayed

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9HCMG0000150	Travel/Training Director's Office	542 - Travel Expenses	\$596.49		\$596.49
		Internal Order Total	\$2,391.09		\$2,391.09

Internal Order	Description	Expense Type	Expenses	Encumbered	Total
9HCMG0000153	Travel/Training Hsg Access & Stab	541 - Continuing Education	\$150.00		\$150.00
		542 - Travel Expenses	\$1,990.75		\$1,990.75
		Internal Order Total	\$2,140.75		\$2,140.75

		Grand Total	\$162,253.74		\$162,253.74
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