Project title: Implementation of the Michigan Grape Grower Sustainability Assessment Workbook to Enhance the Competitiveness of the Michigan Grape Industries

Grant Period: October 1, 2009 through December 31, 2010

Grant Number: 791N0200096    Index: 10159    Inventory No: 09-003

Total paid invoices being submitted for reimbursement: $25,750.56

1. An outline of the issue, problem, interest, or need for each project.
National Grape Cooperative and the Michigan Grape & Wine Industry Council are advocating sustainable production practices to meet the marketing and regulatory needs of their organizations. National Grape has committed to have all of its Michigan grower members develop an action plan for improving their sustainability and the Michigan Grape & Wine Industry Council has listed sustainability as one of their top priorities for the Michigan wine industry. Consumers are becoming more concerned about how their food is produced and major food retailers, such as Walmart, are requiring suppliers to demonstrate sustainability as part of the overall process from field to table. In order to become a preferred supplier, companies like National Grape must have a sustainability program in place with their growers. In response to National Grape’s initiative to increase the sustainability of its grower members, a Michigan grape grower sustainability assessment workbook was developed in 2009. This workbook, called Grape*A*Syst, was a collaborative effort between National Grape, Michigan State University, and the Michigan Department of Agriculture. This project provides the Michigan grape industries with additional resources needed to implement the Grape*A*Syst program with Michigan grape growers, increase grower interest for becoming MAEAP verified, and enhance the competitiveness of Michigan’s grape industries.

2. How the issue or problem was approached via the project(s).
Assist Michigan grape growers with completion of the Grape*A*Syst Program and develop an action to facilitate the adoption of sustainable viticulture practices (Obj. 1 and 2). National Grape Cooperative hired three technicians to assist Michigan grape growers with completion of the Grape*A*Syst program and to develop an action plan for their vineyard(s) in 2010. Todd Tapper and Suzanne Forraht worked with growers in Van Buren County and Berrien County, respectively, and Jay Briggs worked with growers in northwest Michigan (primarily Leelanau and Grand Traverse Counties). Paul Jenkins was hired by National Grape to be the project
leader, and worked with the technicians and National Grape Cooperative to complete the objectives and project requirements outlined in the grant agreement.

Increase grape grower participation in the Michigan Agriculture Environmental Assurance Program (Obj. 3). Through the engagement of growers in the Grape*A*Syst program, grower knowledge of MAEAP should increase. Growers will see firsthand how attainable verification is for their farm(s). Where applicable, MAEAP verification criteria represent the highest level of sustainability for a particular production practice. By completion of the workbook, growers will be exposed to the MAEAP program and the benefits for becoming verified, including Right-To-Farm protection and State record keeping requirements.

3. How the goals of each project were achieved.
In 2010, the first year of this work, technicians worked with 130 Michigan grape growers to complete the Grape*A*Syst workbook and action plan. Having worked with approximately 33% (130/400) of grape growers in Michigan during 2010, we surpassed our first year goal set for this objective (25%). As stated in the proposal, the first unit of measurement of this project is completion of the workbook (generation of scores), and we projected to have 75% of all juice grape producers and 25% of all wine grape producers complete the Grape*A*Syst program by the end of the fourth year of this project (2013). Please note that the total number of grape growers in Michigan has been approximated since we are relying on NASS data that was last updated in 2007. In 2010, approximately 32 Michigan grape growers started the Michigan Agriculture Environmental Assurance Program (MAEAP) verification process. After the first year of this work, we are on target to meet the goals of this objective (25% increase in grape grower verifications by 2013).

4. Results, conclusions, and lessons learned for each project.
Performance toward meeting our expected outcomes was measured: 1) by the number of growers who complete the Grape*A*Syst program workbook on an annual basis, and 2) by comparing workbook scores over time. Our measurement for the number of growers who completed the Grape*A*Syst workbook in 2010 surpassed our expected outcome. For the first year of this work, 130 Michigan grape growers completed the program. This is approximately 33% (130/400), which is above our first year goal set for this objective (25%). As stated in our proposal, we expect to have 75% of all juice grape producers and 25% of all wine grape producers (300 grape producers in total) complete the Grape*A*Syst program by the end of the fourth year of this project (2013). Since we only have one year of data for this project, we are currently unable to compare workbook score over time. This will be done after the second year of this work (2011), and be included in the final report of year 2 of this project. Performance will be measured by total program performance and not by individual growers since data is confidential.

5. How progress has been made to achieve long term outcome measures for each project.
Data collected from this project will be used as a benchmark for measuring the sustainability of Michigan’s grape producers. Increased sustainability of the Michigan grape industries will be monitored through tracking the progress of Grape*A*Syst workbook scores over time.
6. Additional information available (e.g. publications, Web sites).
No additional information.

7. Contact person for each project with telephone number and e-mail address.
Mr. Terry Holloway
National Grape Cooperative
Phone: 269-815-5243
Email: tholloway@welchs.com

8. Summary of financial activity. Paid invoices being submitted for reimbursement are attached to this report.

| Table 1. Previous allocated expenses, submitted as part of the interim report (April 2010). |
|-----------------|-----------|-----------|-----------|-----------|-----------|
| Date            | Individual | Personnel | Travel    | Supplies  | TOTAL     |
| 3/12/2010       | Tapper     | $2,700    | $417.50   | $0        | $3,117.50 |
| 3/26/2010       | Tapper     | $1,100    | $312.50   | $0        | $1412.50  |
| 5/11/2010       | Forraht    | $1,600    | $47       | $16.27    | $1663.27  |
|                 |            |           |           |           | **$6,193.27** |

| Table 2. 2010 project expenses not previously reported. |
|-----------------|-----------|-----------|-----------|-----------|-----------|
| Date            | Individual | Personnel | Travel    | Supplies  | TOTAL     |
| 1/13/2010       | Tomac     | $0        | $130.17   | $0        | $130.17   |
| 1/31/2010       | Tomac     | $0        | $0        | $44.53    | $44.53    |
| 5/27/2010       | Tapper    | $800      | $197.50   | $0        | $997.50   |
| 7/25/2010       | Forraht   | $300      | $26.50    | $0        | $326.50   |
| 8/25/2010       | Forraht   | $200      | $18       | $0        | $218      |
| 12/13/2010      | Tapper    | $500      | $170      | $0        | $670      |
| 12/13/2010      | Tapper    | $400      | $0        | $0        | $400      |
| 12/27/2010      | Tapper    | $400      | $100      | $0        | $500      |
| 12/30/2010      | Tapper    | $100      | $50       | $0        | $150      |
| 12/31/2010      | Jenkins   | $12,500   | $0        | $0        | $12,500   |
| 12/31/2010      | Briggs    | $4,800    | $200      | $15.86    | $5015.86  |
|                 |           |           |           | $4,798    | **$25,750.56** |

Total paid invoices being submitted for reimbursement: **$25,750.56**
Score Sheets  48  (x $100)  $4800

Mileage  400mi  (x $.50)  $200

Expenses  $15.86

Total Due  $5015.86
INVOICE

May 11, 2010

Bill To: National Grape Co-operative Assn., Inc.
2 South Portage Street
Westfield, New York 14787

From: Suzanne Forraht
5580 Pipestone Rd.
Sodus, Michigan 49126

Please pay the Total Amount submitted below for Grape*A*Syst training services provided under contract with your company between January 1 and January 31, 2010.

Workbooks and action plans completed:
16 growers @ $100.00 per grower = $1600.00

Labor Sub-total: $1600.00

Reimbursable Expenses:

Mileage: 2/10/10: 19 miles - Benton Harbor
3/15/10: 11 miles - St. Joseph
3/8/10: 5 miles - Berrien Springs
4/5/10: 8 miles - Berrien Springs
4/14/10: 21 miles - Benton Harbor
5/4/10: 30 miles - Coloma
94 miles total @ $0.50 per mile = $47.00

Miscellaneous:
Donuts/coffee for group meeting on 4/14/10: $7.80
100 - 9"x12" envelopes (Office Depot 3/28) for mailings $8.47

Expense Sub-total: $63.27

Total Amount Due: $1663.27

Sincerely,

Suzanne Forraht
INVOICE

Bill To: National Grape Co-operative Assn., Inc.
2 South Portage Street
Westfield, New York 14787

From: Suzanne Forraht
5580 Pipestone Rd.
Sodus, Michigan 49126

Please pay the Total Amount submitted below for Grape*A*Syst training services provided under contract with your company between May 12 and July 8, 2010.

Workbooks and action plans completed:
3 growers @ $100.00 per grower = $ 300.00

Labor Sub-total:
$ 300.00

Reimbursable Expenses:
Mileage: 5/14/10: 32 miles - Benton Harbor
6/15/10: 21 miles - Buchanan
53 miles total @ $0.50 per mile = $ 26.50

Miscellaneous:
$ 0.00

Expense Sub-total:
$ 26.50

Total Amount Due: $ 326.50

Sincerely,

Suzanne Forraht
INVOICE

August 25, 2010

Bill To: National Grape Co-operative Assn., Inc.
2 South Portage Street
Westfield, New York 14787

From: Suzanne Forraht
5580 Pipestone Rd.
Sodus, Michigan 49126

Please pay the Total Amount submitted below for Grape*A*Syst training services provided under contract with your company between July 9 and August 25, 2010.

Workbooks and action plans completed:
2 growers @ $100.00 per grower = $200.00

Labor Sub-total: $200.00

Reimbursable Expenses:

Mileage: 7/14/10: 16 miles - St. Joseph
7/22/10: 20 miles - Baroda

36 miles total @ $0.50 per mile = $18.00

Miscellaneous: $0.00

Expense Sub-total: $18.00

Total Amount Due: $218.00

Sincerely,

Suzanne Forraht
INVOICE

Paul Jenkins
1122 Pacific Ave
Lansing, Michigan 48910

Date: 12/31/2010

Billed to: National Grape Cooperative Association, Inc.
Terry Holloway
8980 US-31, Suite 3
Berrien Springs, Michigan 49103

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TOTAL $12,500
**Bill To**

Welch's - Lawton  
Accounts Payable  
PO Box 9180  
Concord, MA 01742-9180

**Ship To**

Welch's - Lawton  
Mr. Rick Reeves  
Plant Systems Manager  
400 Walker Street  
Lawton, MI 49065

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| 2   | E6400     | **Latitude E6400ATG**  
    Intel Core 2 Duo P8700 with VT  
    2.53GHz, 1066MHz 3M L2 Cache  
    4.0GB, DDR2-800 SDRAM, 2 DIMM  
    80GB Hard Drive 9.5MM, 7200RPMFSS  
    8X DVD+-/RW  
    14.1 inch Wide Screen WXGA Antiglare LED LCD with Touchscreen  
    Internal Backlit English Keyboard  
    Intel Integrated Graphics Media Accelerator 4500MHD With PC-Card  
    Intel WiFi Link 5100 (802.11 a/g/n 1X2) 1/2 MiniCard  
    Windows 7 Ultimate downrgade to XP Professional SP3, with media  
    Dell Data Back-up and RecoveryManager for WinXP  
    90W 3-Pin, AC Adapter for Latitude E-Family  
    Cyberlink Power DVD 8.3,with Media  
    Roxio Creator Dell Edition 10.3, Media  
    6-Cell/54 WHr Battery with Dust Cover  
    6-Cell/54-WHr Additional Battery with Port Cover  
    Dell Additional Slim 65W Auto/Air/AC adapter  
    Dell ProManage SystemTrack Services - Remote Data Protection & System Recovery 3 Year (365-0589)  
    Four years complete care  
    Four years, next business day, on-site, parts and labor warranty  
    TAG NUMBERS: GRPG4M1 AND FRPG4M1  
    Meridian Toploading Laptop Case - Fits Laptops of Screen Size Up to 15.6 - | 2,399.00 | 4,798.00 |

Thank you for your trust!

Received by:

please make checks payable to 2nd Look Laptops

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If payment is not met, customer will be liable for all collections costs and attorney and court fees.  
A restocking charge of 20% may be applied to returned items.
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Thank you for your trust!

Received by:

please make checks payable to 2nd Look Laptops

Subtotal $4,798.00

Sales Tax (6.0%) $0.00

Total $4,798.00

Payments/Credits $-4,798.00

Balance Due $0.00

If payment is not met, customer will be liable for all collections costs and attorney and court fees. A restocking charge of 25% may be applied to returned items.
INVOICE

Bill To: National Grape Co-operative Assn., Inc.
2 South Portage Street
Westfield, New York 14787

From: Todd Tapper
65611 Braybrook Rd.
Lawrence, MI 49064

Please pay the Total Amount submitted below for Grape*A*Syst training services provided under contract with your company between January 1 and January 31, 2010.

March 12

Workbooks and action plans completed:

27 growers @ $100.00 per grower = $2,700

Labor Sub-total: $2,700

Reimbursable Expenses:

Mileage: 835 miles @ $0.50 per mile = $417.50

Miscellaneous: $0

Expense Sub-total: $417.50

Total Amount Due: $3,117.50

$2,700 01.01.0501, 06.20, 6450

$ 417.50 01.01.0501, 06.20, 6451

Sincerely,

Todd Tapper

Lisa Lutjen
MAR 26 2010
INVOICE

2010

Bill To: National Grape Co-operative Assn., Inc.
2 South Portage Street
Westfield, New York 14787

From: Todd Tapper
65611 Braybrook Rd.
Lawrence, MI 49064

Please pay the Total Amount submitted below for Grape*A*Syst training services provided under contract with your company between January 1 and March 12, 2010.

Workbooks and action plans completed:

11 growers @ $100.00 per grower = $1,100

Labor Sub-total:

$1,100

Reimbursable Expenses:

Mileage: 625 miles @ $0.50 per mile = $312.50

Postage: (mailing meeting invitations to 20 growers): 0.00

Miscellaneous (pizza for group meeting): 0.00

Expense Sub-total:

$312.50

Total Amount Due:

$1,412.50

Sincerely,

Todd Tapper

Liza Jurgen
MAY 26 2010
INVOICE

May 27, 2010,

Bill To: National Grape Co-operative Assn., Inc.
2 South Portage Street
Westfield, New York 14787

From: Todd Tapper
65611 Braybrook Rd.
Lawrence, MI 49064

Please pay the Total Amount submitted below for Grape*A*Syst training services provided under contract with your company between January 1 and January 31, 2010.

Workbooks and action plans completed:

8 growers @ $100.00 per grower = $800.00

Labor Sub-total: $800.00

Reimbursable Expenses:

Mileage: 395 miles @ $0.50 per mile = $197.50

Postage: (mailing meeting invitations to 20 growers): $0.00

Miscellaneous (pizza for group meeting): $0.00

Expense Sub-total: $197.50

Total Amount Due: $997.50

Sincerely, Todd Tapper
INVOICE

Bill To: National Grape Co-operative Assn., Inc.
2 South Portage Street
Westfield, New York 14787

From: Todd Tapper
65611 Braybrook Rd.
Lawrence, MI 49064

Please pay the Total Amount submitted below for Grape*A*Syst training services provided under contract with your company between January 1 and January 31, 2010.

Workbooks and action plans completed:
4 growers @ $100.00 per grower = $400.00

Labor Sub-total: $400.00

Total Amount Due: $400.00

Sincerely,

Todd Tapper
INVOICE

December 13, 2010

Bill To: National Grape Co-operative Assn. Inc
2 South Portage Street
Westfield, Newyork 14787

From: Todd Tapper
65611 Braybrook Rd.
Lawrence, MI 49064

Please pay the total amount submitted below for Grape*A*Syst training services provided under contract with your company between January 1\textsuperscript{st} 2010 and January 1\textsuperscript{st} 2011.

Workbooks and action plans completed
5 Growers @ $100 per grower = $500.00

Labor Sub-total = $500.00

Mileage= 340 miles@ .50 per mile= $170.00

Total Amount Due_______________________ $670.00

Sincerely,
Todd Tapper
INVOICE

December 27th 2010

Bill To: National Grape Co-operative Assn. Inc
2 South Portage Street
Westfield, Newyork 14787

From: Todd Tapper
65611 Braybrook Rd.
Lawrence, MI 49064

Please pay the total amount submitted below for Grape*A*Syst training services provided under contract with your company between January 1st 2010 and January 1st 2011.

Workbooks and action plans completed
4 Growers @ $100 per grower = $400.00

Labor Sub-total = $400.00

Mileage: 200 miles @ $.50 per mile = $100.00

Total Amount Due ____________________________ $500.00

Sincerely,
Todd Tapper

Approved for Payment

Jay D. Hardenburg

Jay D. Hardenburg 1/10/11
<table>
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<th>Score</th>
<th>Issue</th>
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<td>Edwin Kraikowske</td>
<td>12/16/10</td>
<td>111</td>
<td>7-16</td>
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<tr>
<td>Edwin Kraikowske Jr.</td>
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<td>111</td>
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</tr>
<tr>
<td>Marc Kraikowske</td>
<td>12/16/10</td>
<td>111</td>
<td>7-16</td>
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<tr>
<td>Kraikowske Family Vineyards</td>
<td>12/16/10</td>
<td>111</td>
<td>7-16</td>
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</table>

Terry Holloway 12/30/10

Jay Hardenburg 1/10/11
Expense Log

1/6/10

KCALISERIE MEETING AT BERrien office
BERrien Office

100 mi. = $50

100 mi. = $50

JAY HARDENBURG

JAY HARDENBURG 1/7/10
INVOICE

December 30, 2010

Bill To: National Grape Co-operative Assn., Inc.
2 South Portage Street
Westfield, New York 14787

From: Todd Tapper
65611 Braybrook Rd
Lawrence, MI 49064

Please pay the Total Amount submitted below for Grape*A*Syst training services provided under contract with your company between January 1 and January 31, 2010.

Workbooks and action plans completed:
1 growers @ $100.00 per grower = $100.00

Labor Sub-total: $100.00

Reimbursable Expenses:

Mileage: 100.0 miles @ $0.50 per mile = $50.00

Expense Sub-total: $50.00

Total Amount Due: $150.00

Sincerely,

Todd Tapper

$100 01.0.0501.6620.6450

$50 01.0.0501.6620.6451

Approved

JAN 10 11

1/10/11
### National Grape Cooperative Expense Report Form

**Employee Name:** Stephen M. Tomac Jr  
**Dept:** National

**General business purpose. This is a REQUIRED field.** Mileage to Lansing for Grape Assist Training, Postage Traffic, or Office.

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The expenses above represent **TOTAL EXPENSES** incurred for the account of **NATIONAL GRAPE CO-OP**.

Amount Due Employee: **$175.56**

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**Please charge these expenses to the following:**

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<td>0</td>
<td>130.17</td>
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</tbody>
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**GUIDELINES FOR FILLING OUT AN EXPENSE REPORT**

**A.** As of 9/1/07, this is the only acceptable version of the paper expense report. Please submit this form in full. Shortened versions will no longer be accepted.

**B.** Please remember to put your name and department at the top of the report and fill in the **GENERAL BUSINESS PURPOSE** section.

**C.** Supporting documentation must be submitted with the report. This includes original receipts for charges over $25 that shows proof of payment.

**D.** Expense reports should be completed within 1 week of return or occurrence of expense to ensure timely

**E.** No employee may approve his/her own expense report or an expense report that has expenses related to himself/herself reported on it.

**F.** Meal expenditures not connected with a trip will be reimbursed if such meal is an extension of a business meeting or is incurred to conduct a bona fide business matter which cannot be conducted at other times. Routine non-travel related lunches with peers or subordinates are not chargeable to the Company.

**G.** Please refer to the Business Travel and Expense Reporting and Reimbursement Policies that is available on the Portal for further details.
<table>
<thead>
<tr>
<th>Date</th>
<th>Mileage Explanation - Origin, destination, purpose</th>
<th>AUTO MILEAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/13/2010</td>
<td>Kalamazoo to Lansing and Paw Paw Grape Assyst Training</td>
<td>227</td>
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<tr>
<td>1/14/2010</td>
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<tr>
<td>1/15/2010</td>
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<td>1/16/2010</td>
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<td>1/19/2010</td>
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<thead>
<tr>
<th>Date</th>
<th>Place</th>
<th>Individuals</th>
<th>Purpose</th>
<th>AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/13/2010</td>
<td>Big Boy</td>
<td>Steve and Todd Tapper</td>
<td></td>
<td>$16.67</td>
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<tr>
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</table>

**Total:** $16.67

**Detail of Incidentals**

<table>
<thead>
<tr>
<th>Explanation</th>
<th>MON</th>
<th>TUES</th>
<th>WEDS</th>
<th>THURS</th>
<th>FRI</th>
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</table>

**Total**
## National Grape Cooperative Expense Report Form

### Employee Name:
Terry Holloway

### Dept:
National

### General Business Purpose:
Grape a a syst meeting

<table>
<thead>
<tr>
<th>Date</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>1/25/10</td>
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### Item
- Breakfast (self only)
- Lunch (self only) 31.33
- Dinner (self only)
- Business Meals (self and others)
- Hotel
- Air Fare
- Postage & Telephone
- Taxi, Limousine, etc.
- Mileage (personal car use) (.50/ml)
- Parking/Tolls
- Rental Car Charges (incl. gas)
- Incidents 13.20

### Total
- 44.53

The expenses above represent TOTAL EXPENSES incurred for the account of NATIONAL GRAPE CO-OOP.

Amount Due Employee: 44.53

Please charge these expenses to the following:

<table>
<thead>
<tr>
<th>Company</th>
<th>Bus Ctr</th>
<th>Cost Ctr</th>
<th>Object</th>
<th>Sub Code</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Michigan P.E.B. Expense:</td>
<td>O1</td>
<td>0</td>
<td>0501</td>
<td>10020</td>
<td>6451</td>
</tr>
</tbody>
</table>

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<td>1/31/2010</td>
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</table>

**DETAIL of BUSINESS MEALS - list individuals separately**

<table>
<thead>
<tr>
<th>Date</th>
<th>PLACE</th>
<th>INDIVIDUALS</th>
<th>PURPOSE</th>
<th>AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/25/2010</td>
<td>Berrien springs</td>
<td>Paul jenkins Todd tapper steve torr grape a syst</td>
<td>$31.33</td>
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<td></td>
<td>Terry holloway</td>
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**TOTAL** $31.33

**DETAIL OF INCIDENTALS**

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**TOTAL**

**Employee Signature**

**Date**

**Approving Manager Signature**

**Date**

2/9/10

Jay B. Hardenberg 2/15/10