Travel & Expense Account
Transmittal Sheet

After Approval, Mail Receipts To

OCIO Financial Mgmt Br-Acctng
P.O. Box 1810
Rancho Cordova,CA 95741-1810

Employee Name	WEATHERFORD, MARK
Expense Dates	08/18/09-10/01/09
Total Expense Amount	732.77
Amount Due Employee	175.00
Form ID	TEA000521082

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	10/01	O/S Business Expense - Other	175.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

CLAIM EXCEPTION(S)

	Item	Exception	Response
1)	#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Yes

TRIP EXCEPTION(S)

	Item	Exception	Response
1)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes

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EXPENSE EXCEPTION(S)

	Expense Rule	Exception	Response
1)	94:115	Automated Audits have not been applied to O/S Business Expense-Other expense; approvers should review	

I have reviewed the following documents.

Approved by: _____

TERESA M TAKAI

Travel & Expense Account
Transmittal Sheet

EXPENSE EXCEPTION(S)

	Expense Rule	Exception	Response
1)	94:115	Automated Audits have not been applied to O/S Business Expense-Other expense; approvers should review.	

I have reviewed the following documents.

Approved by: _____

TERESA M TAKAI

Travel & Expense Account
Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	UTAH	08/18/09	O/S Commercial Air Fare	393.20	Direct Charge
Regular Travel	UTAH	08/18/09	O/S Lodging	164.57	Direct Charge
Non-Travel Expenses	Nomination	10/01/09	O/S Business Expense - Other	175.00	Cash

Travel & Expense Account
Summary

Employee Name	MARK WEATHERFORD
Expense Dates	08/18/09-10/01/09
Report Name	401/August09/D5//Salt Lake City, UT

Request Total	$	732.77
Direct Charge Total	-	557.77
Travel Advances	-	0.00
Net Due Employee	=	**175.00**

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	Nomination	175.00
Regular Travel	UTAH	557.77

NOTE: (d)=Direct Charge

DATE	Tue Aug 18									TOTAL
O/S Commercial Air Fare (d)	393.20									**393.20**
O/S Lodging (d)	164.57									**164.57**
TOTALS $	**557.77**									**557.77**

DATE	Thu Oct 1									TOTAL
O/S Business Expense - Other	175.00									**175.00**
TOTALS $	**175.00**									**175.00**

Travel & Expense Account
Summary & Detail

Comments

Subject	Comment
Return	Please change report name to: 401/August09/D5/Salt Lake City, UT