Travel & Expense Account
Transmittal Sheet

After Approval, Mail Receipts To

DEPT OF VETERANS AFFAIRS
PO BOX 942895 ROOM 403
SACRAMENTO,CA 94295-0001

Employee Name	CHAVEZ, ROCKY
Expense Dates	12/01/09-01/10/10
Total Expense Amount	2273.11
Amount Due Employee	1647.20
Form ID	TEA000556445

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)	12/01	Commercial Air Fare	338.20	
2)	12/01	Taxi Fare	35.00	
3)	12/05	Railroad Fare	70.00	
4)	12/06	Taxi Fare	35.00	
5)	12/15	Commercial Air Fare	158.20	
6)	12/20	Shuttle Fare	14.00	
7)	12/24	Commercial Air Fare	205.20	
8)	12/28	Lodging	148.50	
9)	12/29	Lodging	92.40	
10)	01/03	Shuttle Fare	14.00	
11)	01/10	Shuttle Fare	14.00	

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

I have reviewed the following documents.

Approved by: _____

JOHN P TREMBLAY

Travel & Expense Account
Summary

Employee Name	ROCKY CHAVEZ	**Request Total**	$	2273.11
Expense Dates	12/01/09-01/10/10	*Direct Charge Total*	-	625.91
Report Name	RC's Travel December 2009	*Travel Advances*	-	0.00
		Net Due Employee	=	**1647.20**

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Chula Vista	429.10
Regular Travel	Van Nuys/Lancas	806.91
Regular Travel	DOs and VHs	398.30
Regular Travel	Southern CA	638.80

NOTE: (d)=Direct Charge

DATE	Tue Dec 1	Wed Dec 2	Thu Dec 3	Sat Dec 5	Sun Dec 6					TOTAL
Commercial Air Fare	338.20									338.20
Taxi Fare	35.00				35.00					70.00
Mileage, Personal Auto		79.20	81.40							160.60
Railroad Fare				70.00						70.00
TOTALS $	373.20	79.20	81.40	70.00	35.00					638.80

DATE	Tue Dec 15	Wed Dec 16	Thu Dec 17	Sun Dec 20						TOTAL
Commercial Air Fare	158.20									158.20
Mileage, Personal Auto		63.25	157.85							221.10
Parking, Auto		5.00								5.00
Shuttle Fare				14.00						14.00
TOTALS $	158.20	68.25	157.85	14.00						398.30

Travel & Expense Account
Summary

DATE	Thu Dec 24	Mon Dec 28	Tue Dec 29	Wed Dec 30	Sun Jan 3					TOTAL
Commercial Air Fare	205.20									205.20
Lodging		148.50	92.40							240.90
Breakfast		6.00	6.00	6.00						18.00
Lunch		10.00	10.00	10.00						30.00
Dinner		18.00	18.00	18.00						54.00
Incidentals		6.00	6.00	6.00						18.00
Auto Rental (d)				134.81						134.81
Railroad Fare (d)				92.00						92.00
Shuttle Fare					14.00					14.00
TOTALS $	205.20	188.50	132.40	266.81	14.00					806.91

DATE	Thu Jan 7	Fri Jan 8	Sun Jan 10							TOTAL
Commercial Air Fare (d)	347.40									347.40
Auto Rental (d)		51.70								51.70
Breakfast		6.00								6.00
Lunch		10.00								10.00
Shuttle Fare			14.00							14.00
TOTALS $	347.40	67.70	14.00							429.10

Travel & Expense Account
Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Southern CA	12/01/09	Commercial Air Fare	338.20	Cash
Regular Travel	Southern CA	12/01/09	Taxi Fare	35.00	Cash
Regular Travel	Southern CA	12/02/09	Mileage, Personal Auto	79.20	Cash
Regular Travel	Southern CA	12/03/09	Mileage, Personal Auto	81.40	Cash
Regular Travel	Southern CA	12/05/09	Railroad Fare	70.00	Cash
Regular Travel	Southern CA	12/06/09	Taxi Fare	35.00	Cash
Regular Travel	DOs and VHs	12/15/09	Commercial Air Fare	158.20	Cash
Regular Travel	DOs and VHs	12/16/09	Mileage, Personal Auto	63.25	Cash
Regular Travel	DOs and VHs	12/16/09	Parking, Auto	5.00	Cash
Regular Travel	DOs and VHs	12/17/09	Mileage, Personal Auto	157.85	Cash
Regular Travel	DOs and VHs	12/20/09	Shuttle Fare	14.00	Cash
Regular Travel	Van	12/24/09	Commercial Air Fare	205.20	Cash
Regular Travel	Van	12/28/09	Lodging	148.50	Cash
Regular Travel	Van	12/28/09	Breakfast	6.00	Cash
Regular Travel	Van	12/28/09	Lunch	10.00	Cash
Regular Travel	Van	12/28/09	Dinner	18.00	Cash
Regular Travel	Van	12/28/09	Incidentals	6.00	Cash
Regular Travel	Van	12/29/09	Breakfast	6.00	Cash
Regular Travel	Van	12/29/09	Lunch	10.00	Cash
Regular Travel	Van	12/29/09	Dinner	18.00	Cash
Regular Travel	Van	12/29/09	Incidentals	6.00	Cash
Regular Travel	Van	12/29/09	Lodging	92.40	Cash
Regular Travel	Van	12/30/09	Breakfast	6.00	Cash
Regular Travel	Van	12/30/09	Lunch	10.00	Cash
Regular Travel	Van	12/30/09	Dinner	18.00	Cash
Regular Travel	Van	12/30/09	Incidentals	6.00	Cash
Regular Travel	Van	12/30/09	Auto Rental	134.81	Direct Charge
Regular Travel	Van	12/30/09	Railroad Fare	92.00	Direct Charge
Regular Travel	Van	01/03/10	Shuttle Fare	14.00	Cash
Regular Travel	Chula Vista	01/07/10	Commercial Air Fare	347.40	Direct Charge
Regular Travel	Chula Vista	01/08/10	Auto Rental	51.70	Direct Charge
Regular Travel	Chula Vista	01/08/10	Breakfast	6.00	Cash
Regular Travel	Chula Vista	01/08/10	Lunch	10.00	Cash
Regular Travel	Chula Vista	01/10/10	Shuttle Fare	14.00	Cash