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	01/13/10-01/31/10
Total Expense Amount	1147.41
Amount Due Employee	291.78
Form ID	TEA000580305

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)	01/14	Lodging	96.78	
2)	01/28	Taxi Fare	35.00	
3)	01/28	Shuttle Fare	14.00	
4)	01/31	Shuttle Fare	14.00	

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

I have reviewed the following documents.

Approved by:

ROGER L BRAUTIGAN

Travel & Expense Account
Summary

Employee Name	ROCKY CHAVEZ	**Request Total**	$	1147.41
Expense Dates	01/13/10-01/31/10	*Direct Charge Total*	-	855.63
Report Name	RC's January 2010 Travel	*Travel Advances*	-	0.00
		Net Due Employee	=	291.78

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Miramar	503.76
Regular Travel	Santa Ana	472.87
Regular Travel	Redding	18.00
Regular Travel	Monterey	152.78

NOTE: (d)=Direct Charge

DATE	Wed Jan 13	Thu Jan 14								TOTAL
Breakfast	6.00	6.00								12.00
Lunch	10.00	10.00								20.00
Dinner	18.00									18.00
Lodging		96.78								96.78
Incidentals		6.00								6.00
TOTALS $	34.00	118.78								152.78

DATE	Mon Jan 25									TOTAL
Dinner	18.00									18.00
TOTALS $	18.00									18.00

Travel & Expense Account
Summary

DATE	Thu Jan 28									TOTAL
Commercial Air Fare (d)	330.40									330.40
Auto Rental (d)	69.47									69.47
Breakfast	6.00									6.00
Dinner	18.00									18.00
Taxi Fare	35.00									35.00
Shuttle Fare	14.00									14.00
TOTALS $	472.87									472.87

DATE	Fri Jan 29	Sat Jan 30	Sun Jan 31							TOTAL
Commercial Air Fare (d)	362.40									362.40
Dinner	18.00									18.00
Lunch		10.00								10.00
Breakfast		6.00								6.00
Auto Rental (d)			93.36							93.36
Shuttle Fare			14.00							14.00
TOTALS $	380.40	16.00	107.36							503.76

Travel & Expense Account
Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Monterey	01/13/10	Breakfast	6.00	Cash
Regular Travel	Monterey	01/13/10	Lunch	10.00	Cash
Regular Travel	Monterey	01/13/10	Dinner	18.00	Cash
Regular Travel	Monterey	01/14/10	Breakfast	6.00	Cash
Regular Travel	Monterey	01/14/10	Lunch	10.00	Cash
Regular Travel	Monterey	01/14/10	Lodging	96.78	Cash
Regular Travel	Monterey	01/14/10	Incidentals	6.00	Cash
Regular Travel	Redding	01/25/10	Dinner	18.00	Cash
Regular Travel	Santa Ana	01/28/10	Commercial Air Fare	330.40	Direct Charge
Regular Travel	Santa Ana	01/28/10	Auto Rental	69.47	Direct Charge
Regular Travel	Santa Ana	01/28/10	Breakfast	6.00	Cash
Regular Travel	Santa Ana	01/28/10	Dinner	18.00	Cash
Regular Travel	Santa Ana	01/28/10	Taxi Fare	35.00	Cash
Regular Travel	Santa Ana	01/28/10	Shuttle Fare	14.00	Cash
Regular Travel	Miramar	01/29/10	Commercial Air Fare	362.40	Direct Charge
Regular Travel	Miramar	01/29/10	Dinner	18.00	Cash
Regular Travel	Miramar	01/30/10	Lunch	10.00	Cash
Regular Travel	Miramar	01/30/10	Breakfast	6.00	Cash
Regular Travel	Miramar	01/31/10	Auto Rental	93.36	Direct Charge
Regular Travel	Miramar	01/31/10	Shuttle Fare	14.00	Cash