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	03/18/10-04/04/10
Total Expense Amount	1223.09
Amount Due Employee	471.05
Form ID	TEA000620294

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)	03/18	Taxi Fare	35.00	
2)	03/22	Taxi Fare	35.00	
3)	03/22	Gasoline	26.27	
4)	03/30	Gasoline	44.88	
5)	03/31	Gasoline	33.40	
6)	04/02	Gasoline	35.00	
7)	04/04	Taxi Fare	30.00	

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**	$	1223.09
Expense Dates	03/18/10-04/04/10	*Direct Charge Total*	-	752.04
Report Name	RC's March 2010 Travel	*Travel Advances*	-	0.00
		Net Due Employee	=	471.05

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Southern CA	555.57
Regular Travel	San Diego	667.52

NOTE: (d)=Direct Charge

DATE	Thu Mar 18	Fri Mar 19	Sun Mar 21	Mon Mar 22						TOTAL
Taxi Fare	35.00			35.00						70.00
Commercial Air Fare (d)	347.40									347.40
Mileage, Personal Auto	42.00	12.50	42.00							96.50
Auto Rental (d)				93.35						93.35
Gasoline				26.27						26.27
Incidentals				6.00						6.00
Dinner				18.00						18.00
Lunch				10.00						10.00
TOTALS $	424.40	12.50	42.00	188.62						667.52

Travel & Expense Account
Summary

DATE	Tue Mar 30	Wed Mar 31	Thu Apr 1	Fri Apr 2	Sun Apr 4					TOTAL
Mileage, Personal Auto	7.00			7.00	42.00					56.00
Dinner	18.00									18.00
Gasoline	44.88	33.40		35.00						113.28
Breakfast		6.00								6.00
Incidentals		6.00	6.00	6.00						18.00
Parking, Auto			3.00							3.00
Auto Rental (d)				146.03						146.03
Commercial Air Fare (d)					165.26					165.26
Taxi Fare					30.00					30.00
TOTALS $	69.88	45.40	9.00	194.03	237.26					555.57

Travel & Expense Account
Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	San Diego	03/18/10	Taxi Fare	35.00	Cash
Regular Travel	San Diego	03/18/10	Commercial Air Fare	347.40	Direct Charge
Regular Travel	San Diego	03/18/10	Mileage, Personal Auto	42.00	Cash
Regular Travel	San Diego	03/19/10	Mileage, Personal Auto	12.50	Cash
Regular Travel	San Diego	03/21/10	Mileage, Personal Auto	42.00	Cash
Regular Travel	San Diego	03/22/10	Taxi Fare	35.00	Cash
Regular Travel	San Diego	03/22/10	Auto Rental	93.35	Direct Charge
Regular Travel	San Diego	03/22/10	Gasoline	26.27	Cash
Regular Travel	San Diego	03/22/10	Incidentals	6.00	Cash
Regular Travel	San Diego	03/22/10	Dinner	18.00	Cash
Regular Travel	San Diego	03/22/10	Lunch	10.00	Cash
Regular Travel	Southern CA	03/30/10	Mileage, Personal Auto	7.00	Cash
Regular Travel	Southern CA	03/30/10	Dinner	18.00	Cash
Regular Travel	Southern CA	03/30/10	Gasoline	44.88	Cash
Regular Travel	Southern CA	03/31/10	Gasoline	33.40	Cash
Regular Travel	Southern CA	03/31/10	Breakfast	6.00	Cash
Regular Travel	Southern CA	03/31/10	Incidentals	6.00	Cash
Regular Travel	Southern CA	04/01/10	Parking, Auto	3.00	Cash
Regular Travel	Southern CA	04/01/10	Incidentals	6.00	Cash
Regular Travel	Southern CA	04/02/10	Auto Rental	146.03	Direct Charge
Regular Travel	Southern CA	04/02/10	Mileage, Personal Auto	7.00	Cash
Regular Travel	Southern CA	04/02/10	Incidentals	6.00	Cash
Regular Travel	Southern CA	04/02/10	Gasoline	35.00	Cash
Regular Travel	Southern CA	04/04/10	Commercial Air Fare	165.26	Direct Charge
Regular Travel	Southern CA	04/04/10	Taxi Fare	30.00	Cash
Regular Travel	Southern CA	04/04/10	Mileage, Personal Auto	42.00	Cash