Travel & Expense Account
Transmittal Sheet

After Approval, Mail Receipts To

CDPH, Accounting Section
MS 1601, PO Box 997376
Sacramento,CA 95899-7376

Employee Name	Horton, Mark
Expense Dates	11/05/09-11/05/09
Total Expense Amount	173.60
Amount Due Employee	0.00
Form ID	TEA000555451

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Travel & Expense Account
Transmittal Sheet

After Approval, Mail Receipts To

CDPH, Accounting Section
MS 1601, PO Box 997376
Sacramento,CA 95899-7376

Employee Name	Horton, Mark
Expense Dates	11/07/09-11/10/09
Total Expense Amount	~~1236.17~~ ~~$2681.47~~ $2,674.47
Amount Due Employee	~~1236.17~~ $1229.17
Form ID	TEA000555569

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)	11/07	O/S Conference Fees	445.00	
2)	11/07	O/S Commercial Air Fare	20.00	
3)	11/07	O/S Railroad Fare	7.00	
4)	11/07	O/S Lodging	196.99	
5)	11/08	O/S Incidentals	6.00	
6)	11/08	O/S Lodging	196.99	
7)	11/08	O/S Taxi Fare	11.60	
8)	11/09	O/S Incidentals	6.00	
9)	11/09	O/S Lodging	196.99	
10)	11/10	O/S Incidentals	6.00	
11)	11/10	O/S Railroad Fare	~~7.00~~ no receipt	

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