# 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** | 10/15/09-10/29/09 |
| **Total Expense Amount** | 1356.78 |
| **Amount Due Employee** | 1356.78 |
| **Form ID** | TEA000534296 |

## 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) | 10/15 | Bridge Tolls | 8.00 | |
| 2) | 10/15 | Parking, Auto | 44.00 | |
| 3) | 10/24 | Business Expense - Other | 20.00 | |
| 4) | 10/25 | Lodging | 828.88 | |
| 5) | 10/26 | Parking, Auto | 9.00 | |
| 6) | 10/28 | Auto Rental | 181.97 | |
| 7) | 10/28 | Parking, Auto | 135.00 | |
| 8) | 10/28 | Business Expense - Other | 20.00 | |
| 9) | 10/28 | Parking, Auto | 16.00 | |
| 10) | 10/28 | Gasoline | 22.18 | |
| 11) | 10/29 | Parking, Auto | 18.00 | |
| 12) | 10/29 | Parking, Auto | 3.75 | |

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

## 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 |

# Travel & Expense Account
# Transmittal Sheet

## EXPENSE EXCEPTION(S)

| | Expense Rule | Exception | Response |
|---|---|---|---|
| 1) | 94:115 | Automated Audits have not been applied to Business Expense-Other expense; approvers should review. | |
| 2) | #46a DPA required - Lodging | Did you obtain prior written approval to exceed the maximum allowed? | Yes |
| 3) | 103:95 | Please provide a reason why a contracted agency was not used for the Auto Rental expense on 10/28/09. | The cost for National Rental Car was very close to the contracted company |
| 4) | 94:115 | Automated Audits have not been applied to Business Expense-Other expense; approvers should review. | |

I have reviewed the following documents.

**Approved by:** Teresa M. Takai

**TERESA M TAKAI**

# Travel & Expense Account
## Summary

| | | | |
|---|---|---|---|
| **Employee Name** | MARK WEATHERFORD | | |
| **Expense Dates** | 10/15/09-10/29/09 | **Request Total** $ | 1356.78 |
| **Report Name** | 401/October09/Sacramento | *Direct Charge Total* - | 0.00 |
| | | *Travel Advances* - | 0.00 |
| | | *Net Due Employee* = | **1356.78** |

**Trip Totals**

| Trip/Expense Category | Trip Name | Total Amount |
|---|---|---|
| Regular Travel | Wash DC | 1283.03 |
| Regular Travel | CISO Exec Summi | 52.00 |
| Regular Travel | GTC West | 3.75 |
| Regular Travel | Sec Awareness | 18.00 |

NOTE: (d)=Direct Charge

| DATE | Thu Oct 29 | | | | | | | | | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| Parking, Auto | 18.00 | | | | | | | | | 18.00 |
| TOTALS $ | 18.00 | | | | | | | | | 18.00 |

| DATE | Thu Oct 29 | | | | | | | | | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| Parking, Auto | 3.75 | | | | | | | | | 3.75 |
| TOTALS $ | 3.75 | | | | | | | | | 3.75 |

| DATE | Thu Oct 15 | | | | | | | | | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| Bridge Tolls | 8.00 | | | | | | | | | 8.00 |
| Parking, Auto | 44.00 | | | | | | | | | 44.00 |
| TOTALS $ | 52.00 | | | | | | | | | 52.00 |

# Travel & Expense Account
## Summary

| DATE | Sat Oct 24 | Sun Oct 25 | Mon Oct 26 | Wed Oct 28 | Wed Oct 28 | | | | | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|
| Business Expense - Other | 20.00 | | | 20.00 | | | | | | 40.00 |
| Lodging | | 828.88 | | | | | | | | 828.88 |
| Dinner | | 18.00 | | | | | | | | 18.00 |
| Parking, Auto | | | 9.00 | 135.00 | 16.00 | | | | | 160.00 |
| Breakfast | | | 6.00 | 6.00 | | | | | | 12.00 |
| Lunch | | | 10.00 | 10.00 | | | | | | 20.00 |
| Auto Rental | | | | 181.97 | | | | | | 181.97 |
| Gasoline | | | | 22.18 | | | | | | 22.18 |
| TOTALS $ | 20.00 | 846.88 | 25.00 | 375.15 | 16.00 | | | | | 1283.03 |

# Travel & Expense Account
## Summary & Detail

| Trip/Expense Category | Trip Name | Date | Expense Item | Amount | Payment Type |
|---|---|---|---|---|---|
| Regular Travel | CISO Exec | 10/15/09 | Bridge Tolls | 8.00 | Cash |
| Regular Travel | CISO Exec | 10/15/09 | Parking, Auto | 44.00 | Cash |
| Regular Travel | Wash DC | 10/24/09 | Business Expense - Other | 20.00 | Cash |
| Regular Travel | Wash DC | 10/25/09 | Lodging | 828.88 | Cash |
| Regular Travel | Wash DC | 10/25/09 | Dinner | 18.00 | Cash |
| Regular Travel | Wash DC | 10/26/09 | Parking, Auto | 9.00 | Cash |
| Regular Travel | Wash DC | 10/26/09 | Breakfast | 6.00 | Cash |
| Regular Travel | Wash DC | 10/26/09 | Lunch | 10.00 | Cash |
| Regular Travel | Wash DC | 10/28/09 | Auto Rental | 181.97 | Cash |
| Regular Travel | Wash DC | 10/28/09 | Parking, Auto | 135.00 | Cash |
| Regular Travel | Wash DC | 10/28/09 | Business Expense - Other | 20.00 | Cash |
| Regular Travel | Wash DC | 10/28/09 | Parking, Auto | 16.00 | Cash |
| Regular Travel | Wash DC | 10/28/09 | Gasoline | 22.18 | Cash |
| Regular Travel | Wash DC | 10/28/09 | Breakfast | 6.00 | Cash |
| Regular Travel | Wash DC | 10/28/09 | Lunch | 10.00 | Cash |
| Regular Travel | Sec Awareness | 10/29/09 | Parking, Auto | 18.00 | Cash |
| Regular Travel | GTC West | 10/29/09 | Parking, Auto | 3.75 | Cash |

# Travel & Expense Account
# Summary & Detail

## Comments

| Subject | Comment |
|---|---|
| **Return** | Sam requested an adjustment. |

TOLL RECEIPT

California Department of Transportation

SF - Oakland Bay Bridge

Please Don't Drink & Drive!!

10/15/09 05:39:08 LANE: 13 ID: 048
CLASS: 12 $ 4.00 CASH

PARC 55 HOTEL..
55 CYRIL MAGNIN ST..
SAN FRANCISCO, CA 94102

TERMINAL ID: 008102477
MERCHANT #: 1042793687

AMEX
#xxxxxxxxxxxx1002
SALE
BATCH: 002386 INVOICE: 086053
DATE: OCT 15, 09 TIME: 12:02
AUTH NO: 565619

TOTAL $44.00

CUST

TOLL RECEIPT

California Department of Transportation

CALTRANS - ATCAS
Carquinez Strait Bridge

Thank You !!

10/15/09 12:49:18 LANE: 09 ID: 405
CLASS: 12 $ 4.00 CASH

Renaissance Tower
801 K st.
Sacramento, CA. 95814

| | |
|---|---|
| Fee Computer Number: | 3 |
| Cashier: | ID #1 |
| Transaction Number: | 20274 |
| Entered: | 10/29/09 09:13 |
| Exited: | 10/29/09 12:08 |
| Ticket #41222 | Dispenser #9 |
| Rate: | Area 1 |
| **Total Fee:** | **$18.00** |
| Cash: | $20.00 |
| Change: | $2.00 |

Standard Parking
916.443.8409

City of Sacramento
Parking Services
Customer Service
Phone: (916) 808 5110
Fax: (916) 808 5115

Receipt 0205/3046/831 10/29/09 13:29:46

010100 Transient Ticket $ 3.75
Entered: 10/29/09 12:10
Paid: 10/29/09 13:29
Length of stay: 0 Dy 1 Hr 19 Min

Total Amount $ 3.75

| | | | |
|---|---|---|---|
| Accepted Total | | $ | 20.00 |
| Change | | $ | 16.25 |
| Tax | 0.00 % | $ | 0.00 |

**********
** Thank you **
** Open 24 hours **
*****

UNITED

BAGGAGE PAYMENT
CUSTOMER RECEIPT

016 4510183864

28OCT09 IADT1 08187-4
AGENT ID: RIADL28
CUSTOMER: WEATHERFORD/MT
TKT NBR: 016 7544251819
CPN: 1 ORIGIN: IAD DESTINATION: SMF
ITEMS:
20.00 BAG1 FEE

FORM OF PAYMENT: AXXXXXXXXXXXX2005 XXXX
ADDITIONAL REMARKS:

| CPN | DOCUMENT NUMBER | CK |
|---|---|---|
| 1 | 016 4510183864 | 5 |

TOTAL USD20.00

STAR ALLIANCE

UNITED

BAGGAGE PAYMENT
CUSTOMER RECEIPT

016 4519795877

24OCT09 SMFT1 83197-2
AGENT ID: RSMFL06
CUSTOMER: WEATHERFORD/MT
TKT NBR: 016 7544251819
CPN: 1 ORIGIN: SMF DESTINATION: IAD
ITEMS:
20.00 BAG1 FEE

FORM OF PAYMENT: AXXXXXXXXXXXX2005 XXXX
ADDITIONAL REMARKS:

| CPN | DOCUMENT NUMBER | CK |
|---|---|---|
| 1 | 016 4519795877 | 3 |

TOTAL USD20.00

STAR ALLIANCE

NATIONAL
CAR RENTAL

RA 717565865 Inv 70015906658
Rental 24-OCT-2009 03:50 PM
WASHINGTON DULLES INTL ARPT
Return 28-OCT-2009 02:50 PM
WASHINGTON DULLES INTL ARPT

MARK T WEATHERFORD
Vehicle # A1101540
Model IMPALA LS
Class Driven FCAR Class Charged ICAR
License# 8FER31 State/Province MD
M/Kms Driven 177
M/Kms Out 8713
M/Kms In 8890

RAYTHEON COMPANY (AND DIVISIONS)
Contract ID XZ10C04

| Charges | No Unit | Price | Amount |
|---|---|---|---|
| T & M | 4 Days | 37.00 | 148.00* |
| UNLIM M/KM | 0 M/Kms | | 0.00* |
| CDW/LDW | 4 Days | | 0.00* |
| AP CONCESSION FEE RECOV | | | 16.54* |
| VEH LIC FEE RECOV | | | 0.88* |
| ADDITIONAL TAX @4.000 % | | | 6.62 |
| VA RENTAL TAX @4.000 % | | | 6.62 |
| VA RENTAL FEE @2.000 % | | | 3.31 |

Total Charges USD 181.97

Paid By AMEX 1002 -181.97

Amount Due USD 0.00

* Taxable Items
Subject to Audit
Your Emerald Club Number is 584435832
Emerald Club rental credits will be posted within 24 hours
We hope you enjoyed driving your upgraded Emerald Club vehicle.
Customer service Number 1-800-468-3334

National

Sacramento Int'l
Airport

Card Account : XXXXXXXXXXX2005
Card Type : American Express
Authorization Code : 515128

Cashier : 86 Seq # 8073
License Plate . XX NOPLATE
Ent : 05:40 10/24/09 Lane 32
Exit: 20:23 10/26/09 Lane 73

| | | |
|---|---|---|
| FEE | $ | 135.00 |
| AMOUNT TEND | $ | 135.00 |
| CASH | $ | 0.00 |
| CREDIT CARD | $ | 135.00 |
| CHECK | $ | 0.00 |
| CHANGE CALC | $ | 0.00 |

PAID AT CT $ 135.00
Taxes Included

*** Start Calculation Details ***

5 Day(s) @$27.00 = $135.00

*** End Calculation Details ***

*** Thank You ***

Sign : _____

Parking for meeting with
DHS @ 1110 N. Glebe Rd
Arlington, VA 22201
Receipt

316307102610282009
InterPark
Ballston Plaza
INTERPARK Inc.
Ballston Plaza, VA

FeeComputer Number: : 7
Entry Time: 10/26/2009 8:57 AM
Exit Time: 10/26/2009 10:28 AM
Duration: 1h 31m
Op: Temp
Tran: 3165
Ticket Number: 39

| | | |
|---|---|---|
| Regular Rate | $ | 9.00 |
| Total: | $ | 9.00 |
| Tender: | $ | 9.00 |
| Change: | $ | 0.00 |

Parking for meeting
with Deloitte @

GAS

EXXON EXPRESS PAY

WILDWOOD EXXON, 4700415
BETHESDA, MD

10/28/2009 10:44:45 AM 1495

AMEX XXXXXX2005 AMEX

INVOICE LYV5291
AUTH 511228

PUMP#9
Regular 7.396G
PRICE/GAL $ 2.999
FUEL TOTAL $22.18

Total = $22.18

CRIND Credit $22.18

Credit

IHIHIHIHIHIHIHIHIHIHIHIHIHIHIHIHIHIHIHIHIH
IHIHIHIHIHIHIHIHIHIHIHIHIHIHIHIHIHIHIHIHIH

RECEIPT
555 12TH STREET
------0001 08:40:02 10-28-2009 01-----

1 1 27684 06:22 10/28 08:38 10/28

PARKING 16.00

CASH 16.00

-----THANK YOU FOR PARKING WITH US----
---

GAYLORD NATIONAL®

RESORT & CONVENTION CENTER

*on the Potomac*

MARK WEATHERFORD
PO BOX 1810

RANCHO CORDOVA CA 95741

| | |
|---|---|
| **PAGE** | 1 |
| **ARRIVAL** | 10/25/09 |
| **DEPARTURE** | 10/28/09 |
| **NO. IN PARTY** | 2 |
| **GROUP I.D.** | C-CMP09 |

**RESV NUMBER** 400866039979

**ROOM** AA 9129 **FOLIO NUMBER** 401106948645 **STATEMENT DATE** 10/28/09

| DATE | REFERENCE | DESCRIPTION | CHARGES | CREDITS | BALANCE |
|---|---|---|---|---|---|
| 10/25/09 | 401109001311 | RESORT FEE | 10.60 | | |
| | | RESORT FEE | | | 10.60 |
| 10/25/09 | 401109001312 | SELF PARKING | 19.00 | | |
| | | SELF PARKING $19 DAILY | | | 29.60 |
| 10/25/09 | 401109003950 | ROOM CHARGE AA 9129 | 268.00 | | |
| | | TAX | 42.88 | | 340.48 |
| 10/25/09 | 401106948646 | APPLIED DEPOSIT | | 192.56CR | |
| | | **********1006 | | | 147.92 |
| 10/26/09 | 401119001350 | RESORT FEE | 10.60 | | |
| | | RESORT FEE | | | 158.52 |
| 10/26/09 | 401119001351 | SELF PARKING | 19.00 | | |
| | | SELF PARKING $19 DAILY | | | 177.52 |
| 10/26/09 | 401119004338 | ROOM CHARGE AA 9129 | 268.00 | | |
| | | TAX | 42.88 | | 488.40 |
| 10/27/09 | 401129001362 | RESORT FEE | 10.60 | | |
| | | RESORT FEE | | | 499.00 |
| 10/27/09 | 401129001363 | SELF PARKING | 19.00 | | |
| | | SELF PARKING $19 DAILY | | | 518.00 |
| 10/27/09 | 401129004374 | ROOM CHARGE AA 9129 | 268.00 | | |
| | | TAX | 42.88 | | |
| 10/28/09 | 401130052640 | FRONT DESK AMEX 1212 | | 828.88CR | |
| | | **********2005 | | | |

Thank you for staying with us **BALANCE DUE** .00

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RESORT & CONVENTION CENTER

*on the Potomac*

MARK WEATHERFORD
PO BOX 1810

RANCHO CORDOVA CA 95741

| | |
|---|---|
| **PAGE** | 1 |
| **ARRIVAL** | 10/25/09 |
| **DEPARTURE** | 10/28/09 |
| **NO. IN PARTY** | 2 |
| **GROUP I.D.** | C-CMP09 |

**RESV NUMBER** 400866039979
**ROOM** AA 9129 **FOLIO NUMBER** 401106948645 **STATEMENT DATE** 11/16/09

| DATE | REFERENCE | DESCRIPTION | CHARGES | CREDITS | BALANCE |
|---|---|---|---|---|---|
| 10/25/09 | 401109001311 | RESORT FEE | 10.60 | | |
| | | RESORT FEE | | | 10.60 |
| 10/25/09 | 401109001312 | SELF PARKING | 19.00 | | |
| | | SELF PARKING $19 DAILY | | | 29.60 |
| 10/25/09 | 401109003950 | ROOM CHARGE AA 9129 | 268.00 | | |
| | | TAX | 42.88 | | 340.48 |
| 10/25/09 | 401106948646 | APPLIED DEPOSIT | | 192.56CR | |
| | | **********1006 | | | 147.92 |
| 10/26/09 | 401119001350 | RESORT FEE | 10.60 | | |
| | | RESORT FEE | | | 158.52 |
| 10/26/09 | 401119001351 | SELF PARKING | 19.00 | | |
| | | SELF PARKING $19 DAILY | | | 177.52 |
| 10/26/09 | 401119004338 | ROOM CHARGE AA 9129 | 268.00 | | |
| | | TAX | 42.88 | | 488.40 |
| 10/27/09 | 401129001362 | RESORT FEE | 10.60 | | |
| | | RESORT FEE | | | 499.00 |
| 10/27/09 | 401129001363 | SELF PARKING | 19.00 | | |
| | | SELF PARKING $19 DAILY | | | 518.00 |
| 10/27/09 | 401129004374 | ROOM CHARGE AA 9129 | 268.00 | | |
| | | TAX | 42.88 | | |
| 10/28/09 | 401130052640 | FRONT DESK AMEX 1212 | | 828.88CR | |
| | | **********2005 | | | |
| 11/16/09 | 401320947890 | ADJUSTMENT | | 354.96CR | |
| | | REF GST RATE DIFFERENCE | | | |
| 11/16/09 | 401320947916 | FRONT DESK AMEX 1212 | | 354.96 | |
| | | **********2005 | | | |

Thank you for staying with us **BALANCE DUE** .00