Travel & Expense Account
Summary

Employee Name	Kathy JETT			
Expense Dates	03/11/09-03/17/09	**Request Total**	$	340.90
Report Name	4100 - 3/09 - Various	*Direct Charge Total*	-	294.20
		Travel Advances	-	0.00
		Net Due Employee	=	**46.70**

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Folsom Grad	25.85
Regular Travel	CIM Grad	315.05

NOTE: (d)=Direct Charge

DATE	Wed Mar 11									TOTAL
Commercial Air Fare (d)	294.20									294.20
Mileage, Personal Auto	14.85									14.85
Breakfast	6.00									6.00
TOTALS $	315.05									315.05

DATE	Tue Mar 17	Tue Mar 17								TOTAL
Mileage, Personal Auto	13.20	12.65								25.85
TOTALS $	13.20	12.65								25.85

Purpose of trip: 3/11/09 – Guest Speaker at California Institution for Men in Chino.

3/12/09 – Guest speaker at Folsom State Prison Graduation.

Travel & Expense Account
Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	CIM Grad	03/11/09	Commercial Air Fare	294.20	Direct Charge
Regular Travel	CIM Grad	03/11/09	Mileage, Personal Auto	14.85	Cash
Regular Travel	CIM Grad	03/11/09	Breakfast	6.00	Cash
Regular Travel	Folsom Grad	03/17/09	Mileage, Personal Auto	13.20	Cash
Regular Travel	Folsom Grad	03/17/09	Mileage, Personal Auto	12.65	Cash