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	QUINLAN, CHRISTY
Expense Dates	09/14/09-09/14/09
Total Expense Amount	388.56
Amount Due Employee	41.36
Form ID	TEA000516655

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)	09/14	Parking, Auto	15.00	

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

I have reviewed the following documents.

Approved by: _____ _____

TERESA M TAKAI

Travel & Expense Account
Summary

Employee Name	CHRISTY QUINLAN			
Expense Dates	09/14/09-09/14/09	**Request Total**	$	388.56
Report Name	601/09-14-09/Pasadena	*Direct Charge Total*	-	347.20
		Travel Advances	-	0.00
		Net Due Employee	=	41.36

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Socalcatplan	388.56

NOTE: (d)=Direct Charge

DATE	Mon Sep 14	Mon Sep 14								TOTAL
Commercial Air Fare (d)	347.20									347.20
Mileage, Personal Auto	10.18	10.18								20.36
Parking, Auto	15.00									15.00
Breakfast	6.00									6.00
TOTALS $	378.38	10.18								388.56

Travel & Expense Account
Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Socalcatplan	09/14/09	Commercial Air Fare	347.20	Direct Charge
Regular Travel	Socalcatplan	09/14/09	Mileage, Personal Auto	10.18	Cash
Regular Travel	Socalcatplan	09/14/09	Mileage, Personal Auto	10.18	Cash
Regular Travel	Socalcatplan	09/14/09	Parking, Auto	15.00	Cash
Regular Travel	Socalcatplan	09/14/09	Breakfast	6.00	Cash

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Employee Name	QUINLAN, CHRISTY
Expense Dates	09/23/09-09/25/09
Total Expense Amount	1367.28
Amount Due Employee	265.49
Form ID	TEA000519299

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)	09/23	O/S Commercial Air Fare	54.00	
2)	09/23	O/S Parking, Auto	28.00	
3)	09/24	O/S Parking, Auto	28.00	
4)	09/24	O/S Incidentals	6.00	Tips
5)	09/25	O/S Gasoline	8.13	
6)	09/25	O/S Parking, Auto	45.00	
7)	09/25	O/S Incidentals	6.00	Tips

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

I have reviewed the following documents.

Approved by: _____ _____

TERESA M TAKAI

Travel & Expense Account
Summary

Employee Name	CHRISTY QUINLAN			
Expense Dates	09/23/09-09/25/09	**Request Total**	$	1367.28
Report Name	601/September 23-25, 2009/F-10/Maryland	*Direct Charge Total*	-	1101.79
		Travel Advances	-	0.00
		Net Due Employee	=	265.49

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	NGA	1367.28

NOTE: (d)=Direct Charge

DATE	Wed Sep 23	Wed Sep 23	Thu Sep 24	Fri Sep 25						TOTAL
O/S Lodging (d)	270.28		270.28							540.56
O/S Commercial Air Fare	54.00	479.20								533.20
O/S Parking, Auto	28.00		28.00	45.00						101.00
O/S Mileage, Personal Auto	10.18			10.18						20.36
O/S Breakfast	6.00									6.00
O/S Lunch	10.00									10.00
O/S Dinner	18.00		18.00	18.00						54.00
O/S Incidentals			6.00	6.00						12.00
O/S Auto Rental (d)				82.03						82.03
O/S Gasoline				8.13						8.13
TOTALS $	396.46	479.20	322.28	169.34						1367.28

Travel & Expense Account
Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	NGA	09/23/09	O/S Lodging	270.28	Direct Charge
Regular Travel	NGA	09/23/09	O/S Commercial Air Fare	54.00	Cash
Regular Travel	NGA	09/23/09	O/S Commercial Air Fare	479.20	Direct Charge
Regular Travel	NGA	09/23/09	O/S Parking, Auto	28.00	Corporate Card
Regular Travel	NGA	09/23/09	O/S Mileage, Personal Auto	10.18	Cash
Regular Travel	NGA	09/23/09	O/S Breakfast	6.00	Cash
Regular Travel	NGA	09/23/09	O/S Lunch	10.00	Cash
Regular Travel	NGA	09/23/09	O/S Dinner	18.00	Cash
Regular Travel	NGA	09/24/09	O/S Lodging	270.28	Direct Charge
Regular Travel	NGA	09/24/09	O/S Parking, Auto	28.00	Corporate Card
Regular Travel	NGA	09/24/09	O/S Dinner	18.00	Cash
Regular Travel	NGA	09/24/09	O/S Incidentals	6.00	Cash
Regular Travel	NGA	09/25/09	O/S Auto Rental	82.03	Direct Charge
Regular Travel	NGA	09/25/09	O/S Gasoline	8.13	Cash
Regular Travel	NGA	09/25/09	O/S Parking, Auto	45.00	Cash
Regular Travel	NGA	09/25/09	O/S Mileage, Personal Auto	10.18	Cash
Regular Travel	NGA	09/25/09	O/S Dinner	18.00	Cash
Regular Travel	NGA	09/25/09	O/S Incidentals	6.00	Cash

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Employee Name	QUINLAN, CHRISTY
Expense Dates	09/29/09-09/29/09
Total Expense Amount	465.64
Amount Due Employee	77.06
Form ID	TEA000516699

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)	09/29	Gasoline	17.70	
2)	09/29	Parking, Auto	15.00	

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

EXPENSE EXCEPTION(S)

	Expense Rule	Exception	Response
1)	23:23b	This trip is less than 24 hours and Breakfast has been claimed. Validation of trip start/end time required.	

I have reviewed the following documents.

Approved by: _____

TERESA M TAKAI

Travel & Expense Account
Summary

Employee Name	CHRISTY QUINLAN		
Expense Dates	09/29/09-09/29/09	**Request Total** $	465.64
Report Name	601/09-29-09/Ontario	*Direct Charge Total* -	388.58
		Travel Advances -	0.00
		Net Due Employee =	77.06

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	CCISDA	465.64

NOTE: (d)=Direct Charge

DATE	Tue Sep 29	Tue Sep 29								TOTAL
Commercial Air Fare (d)	337.20									337.20
Auto Rental (d)	51.38									51.38
Gasoline	17.70									17.70
Parking, Auto	15.00									15.00
Mileage, Personal Auto	10.18	10.18								20.36
Breakfast	6.00									6.00
Dinner	18.00									18.00
TOTALS $	455.46	10.18								465.64

Travel & Expense Account
Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	CCISDA	09/29/09	Commercial Air Fare	337.20	Direct Charge
Regular Travel	CCISDA	09/29/09	Auto Rental	51.38	Direct Charge
Regular Travel	CCISDA	09/29/09	Gasoline	17.70	Cash
Regular Travel	CCISDA	09/29/09	Parking, Auto	15.00	Cash
Regular Travel	CCISDA	09/29/09	Mileage, Personal Auto	10.18	Cash
Regular Travel	CCISDA	09/29/09	Mileage, Personal Auto	10.18	Cash
Regular Travel	CCISDA	09/29/09	Breakfast	6.00	Cash
Regular Travel	CCISDA	09/29/09	Dinner	18.00	Cash