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	12/01/09-12/07/09
Total Expense Amount	365.05
Amount Due Employee	313.45
Form ID	TEA000565524

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)	12/01	Parking, Auto	15.00	
2)	12/01	Taxi Fare	26.00	
3)	12/03	Parking, Auto	15.00	
4)	12/03	Gasoline	7.73	

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	12/01/09-12/07/09	**Request Total**	$	365.05
Report Name	601/Dec 1,2,3,7/Ontario,Vallejo, San Diego,Merced	*Direct Charge Total*	-	51.60
		Travel Advances	-	0.00
		Net Due Employee	=	**313.45**

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	911 - Merced	131.95
Regular Travel	911 - San Diego	112.57
Non-Travel Expenses	911 - Vallejo	62.92
Regular Travel	911 Ontario	57.61

NOTE: (d)=Direct Charge

DATE	Tue Dec 1	Tue Dec 1								TOTAL
Parking, Auto	15.00									**15.00**
Taxi Fare	26.00									**26.00**
Mileage, Personal Auto	10.12	6.49								**16.61**
TOTALS $	**51.12**	**6.49**								**57.61**

DATE	Wed Dec 2	Wed Dec 2								TOTAL
Mileage, Personal Auto	31.46	31.46								**62.92**
TOTALS $	**31.46**	**31.46**								**62.92**

Travel & Expense Account
Summary

DATE	Thu Dec 3	Thu Dec 3								TOTAL
Parking, Auto	15.00									15.00
Auto Rental (d)	51.60									51.60
Gasoline	7.73									7.73
Mileage, Personal Auto	10.12	10.12								20.24
Dinner	18.00									18.00
TOTALS $	102.45	10.12								112.57

DATE	Mon Dec 7	Mon Dec 7								TOTAL
Mileage, Personal Auto	65.67	66.28								131.95
TOTALS $	65.67	66.28								131.95