CalATERS-Global
Expense Summary

REPORT INFORMATION

Name	Marcy J Mandel
Expense Dates	04/07/14-04/08/14
Form ID	TEA000341253
Approver	Richard J Chivaro
Start Date/Time	04/07/14 / 0800
End Date/Time	04/08/14 / 2050
Trip Location	Sacramento
Purpose of Trip	Official SCO business. Mtgs at BOE & SCO
Authorization #/ Trip #	/

REPORT TOTALS

Report Total	577.27 USD
Department Paid	230.58 USD
Advance Schedule Amount	0.00 USD
Amount Due Employee	346.69 USD

***** Charges are in USD unless otherwise noted***

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
04/07/14	Airfare - Commercial	175.00	Cash	United States (US	1.00		175.00
04/07/14	Lodging	108.39	Cash	United States (US	1.00		108.39
04/07/14	Incidentals	5.00	Cash	United States (US	1.00		5.00
04/08/14	Airfare - Commercial	192.00	Department Paid	United States (US	1.00		192.00
04/08/14	Auto/Car Rental	38.58	Department Paid	United States (US	1.00		38.58
04/08/14	Gasoline	3.70	Cash	United States (US	1.00		3.70
04/08/14	Parking, Auto	8.00	Cash	United States (US	1.00		8.00
04/08/14	Breakfast	7.00	Cash	United States (US	1.00		7.00
04/08/14	Lunch	11.00	Cash	United States (US	1.00		11.00
04/08/14	Dinner	23.00	Cash	United States (US	1.00		23.00
04/08/14	Personal Auto Mileage	5.60	Cash	United States (US	1.00		5.60

Expense Sub-Totals

Auto/Car Rental	38.58
Airfare - Commercial	367.00
Gasoline	3.70
Parking, Auto	8.00
Breakfast	7.00
Dinner	23.00
Lunch	11.00
Incidentals	5.00
Lodging	108.39
Personal Auto Mileage	5.60

Review Items - Exceptions and Questions

Text	Response	Policy
Receipt and travel itinerary required for this expense item.		**ER Department Policy #1**

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Approvers should verify lodging was obtained in a designated high cost county.		**46new**
Did you obtain prior written approval to exceed the maximum allowed?	**No PML 2013-26**	**#46a DPA required - Lodgin**

CalATERS-Global
Expense and Miscellaneous Detail

EXPENSE DETAIL SUMMARY

Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
04/07/14	Airfare - Commercial	175.00	Reimbursable			Yes
04/07/14	Lodging	108.39	Reimbursable			Yes
04/07/14	Incidentals	5.00	Reimbursable			No
04/08/14	Airfare - Commercial	192.00	Reimbursable			Yes
04/08/14	Auto/Car Rental	38.58	Reimbursable			Yes
04/08/14	Gasoline	3.70	Reimbursable			Yes
04/08/14	Parking, Auto	8.00	Reimbursable			No
04/08/14	Breakfast	7.00	Reimbursable			No
04/08/14	Lunch	11.00	Reimbursable			No
04/08/14	Dinner	23.00	Reimbursable			No
04/08/14	Personal Auto Mileage	5.60	Reimbursable			No

Cars used for Business Travel

Vehicle Type: Personal Auto Mileage