

CalATERS-Global Expense Summary

REPORT INFORMATION

Name Marcy J Mandel
Expense Dates 05/29/13-05/30/13
Form ID TEA000075802
Approver Richard J Chivaro
Start Date/Time 05/29/13 / 1905
End Date/Time 05/30/13 / 1840
Trip Location Sacramento
Purpose of Trip Official SCO business. Mtgs at BOE.
Authorization #/ Trip # /

REPORT TOTALS

Report Total 570.33 USD
Department Paid 285.61 USD
Advance Schedule Amount 0.00 USD
Amount Due Employee 284.72 USD

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

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
05/29/13	Airfare - Commercial	43.09	Department Paid	United States (US)	1.00		43.09
05/29/13	Airfare - Commercial	165.70	Cash	United States (US)	1.00		165.70
05/29/13	Lodging	94.92	Cash	United States (US)	1.00		94.92
05/29/13	Personal Auto Mileage	5.65	Cash	United States (US)	1.00		5.65
05/30/13	Airfare - Commercial	204.70	Department Paid	United States (US)	1.00		204.70
05/30/13	Personal Auto Mileage	5.65	Cash	United States (US)	1.00		5.65
05/30/13	Auto/Car Rental	37.82	Department Paid	United States (US)	1.00		37.82
05/30/13	Gasoline	4.80	Cash	United States (US)	1.00		4.80
05/30/13	Parking, Auto	8.00	Cash	United States (US)	1.00		8.00

Expense Sub-Totals

Auto/Car Rental 37.82
 Airfare - Commercial 413.49
 Gasoline 4.80
 Parking, Auto 8.00
 Lodging 94.92
 Personal Auto Mileage 11.30

Review Items - Exceptions and Questions

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

**CalATERS-Global
Expense and Miscellaneous Detail**

EXPENSE DETAIL SUMMARY

Date	Expense Item	Amount	Expense is	Purpose	Category	Receipt Required
05/29/13	Airfare - Commercial	43.09	Reimbursable			Yes
05/29/13	Airfare - Commercial	165.70	Reimbursable			Yes
05/29/13	Lodging	94.92	Reimbursable			Yes
05/29/13	Personal Auto Mileage	5.65	Reimbursable			No
05/30/13	Airfare - Commercial	204.70	Reimbursable			Yes
05/30/13	Personal Auto Mileage	5.65	Reimbursable			No
05/30/13	Auto/Car Rental	37.82	Reimbursable			Yes
05/30/13	Gasoline	4.80	Reimbursable			Yes
05/30/13	Parking, Auto	8.00	Reimbursable			No

Cars used for Business Travel

Vehicle Type: Personal Auto Mileage

Comments

Name: Richard J Chivaro

Subject: **Return**

Comment: auto rental cost