

## CalATERS-Global Expense Summary

### REPORT INFORMATION

**Name** Lynn Paquin  
**Expense Dates** 05/07/15-05/08/15  
**Form ID** NCI000786709  
**Approver**  
**Start Date/Time** 05/07/15 / 0500  
**End Date/Time** 05/08/15 / 2000  
**Trip Location** Emeryville / San Francisco  
**Purpose of Trip** Conference  
**Authorization #/ Trip #** /

### REPORT TOTALS

**Report Total** 1118.51 USD  
**Department Paid** 725.00 USD  
**Advance Schedule Amount** 0.00 USD  
**Amount Due Employee** 393.51 USD

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

### EXPENSE DATA SUMMARY

| Date     | Expense Item          | Amount | Payment Type    | Country            | Ex. Rate | Charge to | USD    |
|----------|-----------------------|--------|-----------------|--------------------|----------|-----------|--------|
| 05/07/15 | Conference Fees       | 725.00 | Department Paid | United States (US) | 1.00     |           | 725.00 |
| 05/07/15 | Personal Auto Mileage | 48.87  | Cash            | United States (US) | 1.00     |           | 48.87  |
| 05/07/15 | Personal Auto Mileage | 4.89   | Cash            | United States (US) | 1.00     |           | 4.89   |
| 05/07/15 | Dinner                | 23.00  | Cash            | United States (US) | 1.00     |           | 23.00  |
| 05/07/15 | Lodging               | 138.99 | Cash            | United States (US) | 1.00     |           | 138.99 |
| 05/07/15 | Parking, Auto         | 9.00   | Cash            | United States (US) | 1.00     |           | 9.00   |
| 05/07/15 | Parking, Auto         | 34.00  | Cash            | United States (US) | 1.00     |           | 34.00  |
| 05/07/15 | Bridge Tolls          | 6.00   | Cash            | United States (US) | 1.00     |           | 6.00   |
| 05/08/15 | Breakfast             | 7.00   | Cash            | United States (US) | 1.00     |           | 7.00   |
| 05/08/15 | Dinner                | 23.00  | Cash            | United States (US) | 1.00     |           | 23.00  |
| 05/08/15 | Personal Auto Mileage | 48.87  | Cash            | United States (US) | 1.00     |           | 48.87  |
| 05/08/15 | Personal Auto Mileage | 4.89   | Cash            | United States (US) | 1.00     |           | 4.89   |
| 05/08/15 | Parking, Auto         | 34.00  | Cash            | United States (US) | 1.00     |           | 34.00  |
| 05/08/15 | Bridge Tolls          | 6.00   | Cash            | United States (US) | 1.00     |           | 6.00   |
| 05/08/15 | Bridge Tolls          | 5.00   | Cash            | United States (US) | 1.00     |           | 5.00   |

### Expense Sub-Totals

**Breakfast** 7.00  
**Bridge Tolls** 17.00  
**Conference Fees** 725.00  
**Dinner** 46.00  
**Lodging** 138.99  
**Parking, Auto** 77.00  
**Personal Auto Mileage** 107.52

### Review Items - Exceptions and Questions

| Text   | Response | Policy |
|--|----------|--------|
| Was prior approval granted for your attendance at the conference/convention? | Yes      | 5:3b   |

**CalATERS-Global  
Expense Summary**

Approvers should verify lodging was obtained in a designated high cost county.

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