

CalATERS-Global Expense Summary

REPORT INFORMATION

Name	Karen Greene Ross
Expense Dates	09/10/18-09/12/18
Form ID	TEA002260231
Approver	Thomas J Yowell
Start Date/Time	09/10/18 / 1600
End Date/Time	09/12/18 / 1600
Trip Location	San Francisco, CA
Purpose of Trip	Attend various climate related events on behalf of Controller Yowell
Authorization #/ Trip #	/

REPORT TOTALS

Report Total	824.49 USD
Department Paid	0.00 USD
Advance Schedule Amount	0.00 USD
Amount Due Employee	824.49 USD

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

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
09/10/18	Personal Auto Mileage	46.82	Cash	United States (US)	1.00		46.82
09/10/18	Road Tolls	6.00	Cash	United States (US)	1.00		6.00
09/10/18	Dinner	23.00	Cash	United States (US)	1.00		23.00
09/10/18	Lodging	291.12	Cash	United States (US)	1.00		291.12
09/10/18	Incidentals	5.00	Cash	United States (US)	1.00		5.00
09/11/18	Breakfast	7.00	Cash	United States (US)	1.00		7.00
09/11/18	Lunch	11.00	Cash	United States (US)	1.00		11.00
09/11/18	Lodging	291.12	Cash	United States (US)	1.00		291.12
09/11/18	Incidentals	5.00	Cash	United States (US)	1.00		5.00
09/12/18	Personal Auto Mileage	47.63	Cash	United States (US)	1.00		47.63
09/12/18	Road Tolls	5.00	Cash	United States (US)	1.00		5.00
09/12/18	Breakfast	5.90	Cash	United States (US)	1.00		5.90
09/12/18	Taxi Fare	7.90	Cash	United States (US)	1.00		7.90
09/12/18	Parking, Auto	72.00	Cash	United States (US)	1.00		72.00

Expense Sub-Totals

Breakfast	12.90
Dinner	23.00
Incidentals	10.00
Lodging	582.24
Lunch	11.00
Parking, Auto	72.00
Road Tolls	11.00
Taxi Fare	7.90
Personal Auto Mileage	94.45

Review Items - Exceptions and Questions

Text	Response	Policy
Approvers should verify lodging was obtained in a designated high cost county		46new