

CalATERS-Global Expense Summary

REPORT INFORMATION

Name	Nicole D Winger
Expense Dates	03/02/17-03/02/17
Form ID	TEA001650453
Approver	Thomas J Yowell
Start Date/Time	03/02/17 / 1530
End Date/Time	03/02/17 / 2130
Trip Location	Oakland, CA
Purpose of Trip	Represent Controller Yee's office
Authorization #/ Trip #	/

REPORT TOTALS

Report Total	118.95 USD
Department Paid	0.00 USD
Advance Schedule Amount	0.00 USD
Amount Due Employee	118.95 USD

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

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
03/02/17	Conference Fees	20.00	Cash	United States (US)	1.00		20.00
03/02/17	Personal Auto Mileage	89.45	Cash	United States (US)	1.00		89.45
03/02/17	Parking, Auto	4.50	Cash	United States (US)	1.00		4.50
03/02/17	Bridge Tolls	5.00	Cash	United States (US)	1.00		5.00

Expense Sub-Totals

Bridge Tolls	5.00
Conference Fees	20.00
Parking, Auto	4.50
Personal Auto Mileage	89.45

Review Items - Exceptions and Questions

Text	Response	Policy
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Automated Audits have not been applied to Conference Fees expense; approvers should review.

94:115

CalATERS-Global Expense Summary

REPORT INFORMATION

Name	Nicole D Winger
Expense Dates	03/29/17-03/30/17
Form ID	TEA001650749
Approver	Thomas J Yowell
Start Date/Time	03/29/17 / 1225
End Date/Time	04/01/17 / 0005
Trip Location	Malibu, CA
Purpose of Trip	Guest speaker at Pepperdine School of Public Relations
Authorization #/ Trip #	/

REPORT TOTALS

Report Total	191.93 USD
Department Paid	142.88 USD
Advance Schedule Amount	0.00 USD
Amount Due Employee	49.05 USD

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

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
03/29/17	Airfare - Commercial	142.88	Department Paid	United States (US)	1.00		142.88
03/29/17	Personal Auto Mileage	16.05	Cash	United States (US)	1.00		16.05
03/30/17	Auto/Car Rental	33.00	Cash	United States (US)	1.00		33.00

Expense Sub-Totals

Auto/Car Rental	33.00
Airfare - Commercial	142.88
Personal Auto Mileage	16.05

Review Items - Exceptions and Questions

Text	Response	Policy
Please provide a reason why a contracted agency was not used for the Auto/Car Rental expense on 03/30/17.	Only one day of three day trip was for state business so could not use Concur to book reservation	103:95