Travel & Expense Account
Transmittal Sheet

After Approval, Mail Receipts To

CDPH, Accounting Section
MS 1601, PO Box 997376
Sacramento,CA 95899-7376

Employee Name	Horton, Mark
Expense Dates	04/10/09-04/14/09
Total Expense Amount	576.40
Amount Due Employee	203.20
Form ID	TEA000435355

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	04/10	Taxi Fare	10.00	
2)	04/10	Commercial Air Fare	169.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved by: [redacted]

Travel & Expense Account
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After Approval, Mail Receipts To

CDPH, Accounting Section
MS 1601, PO Box 997376
Sacramento,CA 95899-7376

Employee Name	Horton, Mark
Expense Dates	04/05/09-04/06/09
Total Expense Amount	764.20
Amount Due Employee	88.40
Form ID	TEA000435342

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	04/06	Taxi Fare	38.40	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved by: [redacted]

Travel & Expense Account
Transmittal Sheet

After Approval, Mail Receipts To

CDPH, Accounting Section
MS 1601, PO Box 997376
Sacramento,CA 95899-7376

Employee Name	Horton, Mark
Expense Dates	04/24/09-04/27/09
Total Expense Amount	470.20
Amount Due Employee	143.00
Form ID	TEA000438341

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	04/27	Taxi Fare	120.00	
2)	04/27	Railroad Fare	23.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved by: [redacted]