Travel & Expense Account
Transmittal Sheet

After Approval, Mail Receipts To

Parks and Recreation
P.O. Box 942896
Sacramento,CA 94296

Employee Name	COLEMAN, Ruth
Expense Dates	05/21/09-06/18/09
Total Expense Amount	556.33
Amount Due Employee	225.13
Form ID	TEA000470610

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)	05/21	Parking, Auto	15.00	
2)	06/06	Lodging	94.08	

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

EXPENSE EXCEPTION(S)

	Expense Rule	Exception	Response
1)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	

I have reviewed the following documents.

Approved by: _____

Michael F HARRIS

Travel & Expense Account Summary

Employee Name	Ruth COLEMAN			
Expense Dates	05/21/09-06/18/09	**Request Total**	$	556.33
Report Name	June 09	*Direct Charge Total*	-	331.20
		Travel Advances	-	0.00
		Net Due Employee	=	225.13

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	SEC	46.00
Regular Travel	100-Pt Cabrillo	134.08
Regular Travel	Reforest CA	376.25

NOTE: (d)=Direct Charge

DATE	Thu May 21									TOTAL
Breakfast	6.00									6.00
Dinner	18.00									18.00
Mileage, Personal Auto	6.05									6.05
Parking, Auto	15.00									15.00
Commercial Air Fare (d)	331.20									331.20
TOTALS $	376.25									376.25

DATE	Sat Jun 6	Sun Jun 7								TOTAL
Dinner	18.00									18.00
Lodging	94.08									94.08
Incidentals		6.00								6.00
Lunch		10.00								10.00
Breakfast		6.00								6.00
TOTALS $	112.08	22.00								134.08

Travel & Expense Account
Summary

DATE	Wed Jun 17	Thu Jun 18								TOTAL
Breakfast	6.00	6.00								12.00
Dinner	18.00									18.00
Incidentals		6.00								6.00
Lunch		10.00								10.00
TOTALS $	24.00	22.00								46.00

Travel & Expense Account
Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Reforest CA	05/21/09	Breakfast	6.00	Cash
Regular Travel	Reforest CA	05/21/09	Dinner	18.00	Cash
Regular Travel	Reforest CA	05/21/09	Mileage, Personal Auto	6.05	Cash
Regular Travel	Reforest CA	05/21/09	Parking, Auto	15.00	Cash
Regular Travel	Reforest CA	05/21/09	Commercial Air Fare	331.20	Direct Charge
Regular Travel	100-Pt Cabrillo	06/06/09	Dinner	18.00	Cash
Regular Travel	100-Pt Cabrillo	06/06/09	Lodging	94.08	Cash
Regular Travel	100-Pt Cabrillo	06/07/09	Incidentals	6.00	Cash
Regular Travel	100-Pt Cabrillo	06/07/09	Lunch	10.00	Cash
Regular Travel	100-Pt Cabrillo	06/07/09	Breakfast	6.00	Cash
Regular Travel	SEC	06/17/09	Breakfast	6.00	Cash
Regular Travel	SEC	06/17/09	Dinner	18.00	Cash
Regular Travel	SEC	06/18/09	Breakfast	6.00	Cash
Regular Travel	SEC	06/18/09	Incidentals	6.00	Cash
Regular Travel	SEC	06/18/09	Lunch	10.00	Cash