STATE OF CALIFORNIA

TRAVEL EXPENSE CLAIM

STD 262 (REV 6/93) (DHS Electronic)

See Instructions and "Privacy Statement On Reverse Side

CLAIMANT'S NAME: John C. Duncan		SSAN OR EMPLOYEE NUMBER	DEPARTMENT: Industrial Relations
POSITION: [redacted]	CB/ID NUMBER	DIVISION OR BUREAU: Director's Office	INDEX NUMBER
[redacted]		HEADQUARTERS ADDRESS: 455 Golden Gate Avenue, 10th Fl.	TELEPHONE NUMBER
[redacted] STATE: CA	ZIP [redacted]	CITY: San Francisco, STATE: CA	ZIP CODE: 94102

(1) MONTH/YEAR: 4 2009

(2) DATE	TIME	(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS BREAK-FAST	LUNCH	O.T., L/T, N/C, RELO. OR DINNER	(6) INCIDEN-TALS	(7) TRANSPORTATION (A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS PARKING		(D) PRIVATE CAR USE MILES	AMOUNT	(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
1	0700	Tiburon to Sacramento;							PC	P	16.50				
	1900	return								T	4.00	184	101.20		121.70
2	1100	San Francisco to Oakland							PC	P	12.00	16			28.00
	1700									T	4.00				4.00
8	0700	Tiburon to Sacramento;							PC	P	20.00				
	1900	return								T	4.00	184	101.20		125.20
9	0700	Tiburon to Sacramento;							PC	P	15.00				
	1900	return								T	4.00	184	101.20		120.20
14	0700	Tiburon to Oakland, to San							PC	P	12.00				
	1900	Francisco								T	4.00	30	16.50		32.50
15	0700	Tiburon to Sacramento;							PC	P	20.00				
	1900	return								T	4.00	184	101.20		125.20
16	1100	San Francisco to							PC	P	20.00				
	1800	Sacramento; return								T	4.00	154	84.70		108.70
21	0700	Tiburon to Sacramento;							PC	P	12.00				
	1900	return								T	4.00	184	101.20		117.20
23	1030	San Francisco to Oakland							PC	P	10.00				
	1700									T	4.00	16	8.80		22.80
24	0700	Tiburon to Sacramento;							PC	P	20.00				
	1900	return								T	4.00	184	101.20		125.20
27	1600	San Francisco to Oakland							PC						
	1700	Airport to San Diego				18.00						21	11.55		29.55
28	1200	San Diego to Oakland							PC	P	22.00				
	1400	Airport to San Francisco	165.47							T	4.00	21	11.55		203.02
30	0700	Tiburon to Sacramento;							PC	P	20.00				
	1900	return								T	4.00	184	101.20		125.20
(10) SUBTOTALS			165.47			18.00					247.50	1546	841.50		1288.47
COLUMN CODE (ACCTG USE ONLY)										X					
CLAIM TOTAL												1546		$1,288.47	

(11) PURPOSE OF TRIP, REMARKS, AND DETAILS (Attach receipts/vouchers when required)

4/1: mtgs. with state legislators; worked from Sacramento DIR office 4/2: Mtg. w/DWC staff in Oakland; 4/8: DIR OSHB candidate interviews; worked from DIR Sacramento Office 4/9: Presentation to the Sacramento Builders' Exchange Annual Safety Training&Construction Management Expo; worked from Sacramento DIR office 4/14: Attended Cal/VPP mtg. 4/15: Mtg. with Insurance Commissioner; worked from DIR Sacramento office; 4/16: Mtg. at the Governor's Office; 4/21: Assembly budget Subcommittee hearing

(12) NORMAL WORK HOURS

(13) PRIVATE VEHICLE LICENSE NUMBER: [redacted]

(14) MILEAGE RATE CLAIMED: $0.550

CALSTARS CODING						
FY	INDEX	OBJ	AG	PCA	#REF!	PROJ-WP

AGENCY ACCOUNTING OFFICE USE ONLY

PAID BY REVOLVING FUND CHECK NO.

(15) I HEREBY CERTIFY That the above statement is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753, and 0754 pertaining to vehicle safety and seat belt

CLAIMANT'S SIGNATURE | DATE | (16) SIGNATURE, OFFICER APPROVING TRAVEL & PAYMENT | DATE

[redacted]

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE AND TITLE (See item 17 in instructions) | DATE

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TRAVEL EXPENSE CLAIM

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John C. Duncan		Industrial Relations

POSITION	CB/ID NUMBER	DIVISION OR BUREAU	INDEX NUMBER
[redacted]1		Director's Office	

R[redacted]y	HEADQUARTERS ADDRESS	TELEPHONE NUMBER
	455 Golden Gate Avenue, 10th Fl.	

C[redacted]	STATE	ZIP CODE	CITY	STATE	ZIP CODE
	CA	[redacted]	San Francisco,	CA	94102

(1) MONTH/YEAR		(3)	(4)	(5) [redacted]			(6)	(7) TRANSPORTATION						(8)	(9)
4	2009	LOCATION WHERE EXPENSES WERE INCURRED	LODGING	BREAK-FAST	LUNCH	O.T., L/T, N/C, RELO. OR DINNER	INCIDEN-TALS	(A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS PARKING	(D) PRIVATE CAR USE			BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY
(2) DATE	TIME										MILES	AMOUNT			
(10) SUBTOTALS															
COLUMN CODE (ACCTG USE ONLY)															
CLAIM TOTAL															

(11) PURPOSE OF TRIP, REMARKS, AND DETAILS (Attach receipts/vouchers when required)

4/23: Staff meeting at DWC offices, Oakland
4/24: Meeting at Governor's Office; worked from Sacramento DIR Office
4/27: Fly to San Diego for Federal OSHA On-Site Consultation Conference
4/28: Keynote Presentation: Federal OSHA On-Site Consultation Conference
4/30: Senate Budget Subcommittee hearing; worked from Sacramento DIR office

(12) NORMAL WORK HOURS

(13) PRIVATE VEHICLE LICENSE NUMBER

[redacted]

(14) MILEAGE RATE CLAIMED

$0.550

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FY	INDEX	OBJ	AG	PCA	AMOUNT	PROJ-WP

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