Travel & Expense Account
Transmittal Sheet

After Approval, Mail Receipts To

Dept of Corporations-Acctng
1515 K Street, Suite 200
Sacramento,CA 95814

Employee Name	Dufauchard, Preston
Expense Dates	10/14/09-10/30/09
Total Expense Amount	659.36
Amount Due Employee	277.11
Form ID	TEA000536948

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)	10/21	Railroad Fare	29.60	
2)	10/30	Parking, Auto	22.01	

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NOV 23 2009
DEPARTMENT OF CORPORATIONS
ACCOUNTING OFFICE

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.	
2)	ER Department Policy #4	Rental car receipt is required for this expense item.	

I have reviewed the following documents.

Approved by:

Michele Bond

Travel & Expense Account Summary

Employee Name	Preston Dufauchard			
Expense Dates	10/14/09-10/30/09	**Request Total**	$	659.36
Report Name	PPD Oct 2009 Travel	***Direct Charge Total***	-	382.25
		Travel Advances	-	0.00
		Net Due Employee	=	**277.11**

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Sec Reg Seminar	404.26
Regular Travel	Merced	124.30
Non-Travel Expenses	Sac Staff Mtgs	130.80

NOTE: (d)=Direct Charge

DATE	Wed Oct 14	Wed Oct 21								TOTAL
Mileage, Personal Auto	101.20									101.20
Railroad Fare		29.60								29.60
TOTALS $	101.20	29.60								130.80

DATE	Mon Oct 19									TOTAL
Mileage, Personal Auto	124.30									124.30
TOTALS $	124.30									124.30

DATE	Thu Oct 29	Fri Oct 30								TOTAL
Commercial Air Fare (d)	299.20									299.20
Auto Rental (d)		83.05								83.05
Parking, Auto		22.01								22.01
TOTALS $	299.20	105.06								404.26

Travel & Expense Account
Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	Sac Staff Mtgs	10/ 4/09	Mileage, Personal Auto	101.20	Cash
Regular Travel	Merced	10/ 9/09	Mileage, Personal Auto	124.30	Cash
Non-Travel Expenses	Sac Staff Mtgs	10/21/09	Railroad Fare	29.60	Cash
Regular Travel	Sec Reg	10/29/09	Commercial Air Fare	299.20	Direct Charge
Regular Travel	Sec Reg	10/30/09	Auto Rental	83.05	Direct Charge
Regular Travel	Sec Reg	10/30/09	Parking, Auto	22.01	Cash