Travel & Expense Account
Transmittal Sheet

er Approval, Mail Receipts To

DCSS ACCOUNTING OFFICE
P.O. Box 419064
RANCHO CORDOVA,CA 95741-9064

Employee Name	STURLA, J
Expense Dates	02/03/10-02/08/10
Total Expense Amount	185.50
Amount Due Employee	185.50
Form ID	TEA000607989

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)	02/03	Parking, Auto	9.00	
2)	02/04	Parking, Auto	9.00	
3)	02/05	Parking, Auto	9.00	
4)	02/06	Parking, Auto	9.00	
5)	02/07	Parking, Auto	9.00	

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

Travel & Expense Account Summary

Employee Name	J STURLA	**Request Total**	$	185.50
Expense Dates	02/03/10-02/08/10	*Direct Charge Total*	-	0.00
Report Name	Feb March 2010	*Travel Advances*	-	0.00
		Net Due Employee	=	**185.50**

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Big 6	185.50

NOTE: (d)=Direct Charge

DATE	Wed Feb 3	Thu Feb 4	Thu Feb 4	Fri Feb 5	Sat Feb 6	Sun Feb 7	Mon Feb 8			TOTAL
Dinner	18.00	18.00								36.00
Mileage, Personal Auto	13.25	31.00	31.00				13.25			88.50
Parking, Auto	9.00	9.00		9.00	9.00	9.00				45.00
Lunch		10.00								10.00
Breakfast							6.00			6.00
TOTALS $	40.25	68.00	31.00	9.00	9.00	9.00	19.25			185.50