Travel & Expense Account
Transmittal Sheet

After Approval, Mail Receipts To

DBW HQ
2000 EVERGREEN ST, SUITE 100
SACRAMENTO,CA 95815-3888

Employee Name	TSUNEYOSHI, Raynor
Expense Dates	11/04/09-11/05/09
Total Expense Amount	93.09
Amount Due Employee	93.09
Form ID	TEA000539478

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)	11/04	Lodging	87.09	

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

I have reviewed the following documents.

Approved by: [redacted]

Travel & Expense Account Summary

Employee Name	Raynor TSUNEYOSHI			
Expense Dates	11/04/09-11/05/09	**Request Total**	$	93.09
Report Name	Marina Recreation Association	***Direct Charge Total***	-	0.00
		Travel Advances	-	0.00
		Net Due Employee	=	**93.09**

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	MRA Conference	93.09

MRA-Marina Recreation Association

NOTE: (d)=Direct Charge

DATE	Wed Nov 4	Thu Nov 5								TOTAL
Lodging	87.09									87.09
Incidentals		6.00								6.00
TOTALS $	87.09	6.00								93.09

Travel & Expense Account
Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	MRA	11/04/09	Lodging	87.09	Cash
Regular Travel	MRA	11/05/09	Incidentals	6.00	Cash

Travel & Expense Account
Transmittal Sheet

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Employee Name	TSUNEYOSHI, Raynor
Expense Dates	11/09/09-11/15/09
Total Expense Amount	363.69
Amount Due Employee	363.69
Form ID	TEA000543381

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)	11/09	Lodging	120.84	
2)	11/14	Lodging	149.85	

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

I have reviewed the following documents.

Approved by: [redacted]

Travel & Expense Account
Summary

Employee Name	Raynor TSUNEYOSHI		
Expense Dates	11/09/09-11/15/09	**Request Total $**	363.69
Report Name	CA Boating Safety Officers Assoication	***Direct Charge Total*** -	0.00
		Travel Advances -	0.00
		Net Due Employee =	**363.69**

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	PICYA	188.85
Regular Travel	CBSOA	174.84

PICYA - Pacific Inter-Club Yacht Association

NOTE: (d)=Direct Charge CBSOA - CA Boating Safety Officers Association

DATE	Mon Nov 9	Tue Nov 10								TOTAL
Lodging	120.84									120.84
Lunch	10.00	10.00								20.00
Dinner	18.00									18.00
Bridge Tolls		4.00								4.00
Incidentals		6.00								6.00
Breakfast		6.00								6.00
TOTALS $	148.84	26.00								174.84

DATE	Sat Nov 14	Sun Nov 15								TOTAL
Lodging	149.85									149.85
Lunch	10.00									10.00
Dinner	18.00									18.00
Breakfast		6.00								6.00
Incidentals		5.00								5.00
TOTALS $	177.85	11.00								188.85

Travel & Expense Account
Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	CBSOA	11/09/09	Lodging	120.84	Cash
Regular Travel	CBSOA	11/09/09	Lunch	10.00	Cash
Regular Travel	CBSOA	11/09/09	Dinner	18.00	Cash
Regular Travel	CBSOA	11/10/09	Bridge Tolls	4.00	Cash
Regular Travel	CBSOA	11/10/09	Incidentals	6.00	Cash
Regular Travel	CBSOA	11/10/09	Breakfast	6.00	Cash
Regular Travel	CBSOA	11/10/09	Lunch	10.00	Cash
Regular Travel	PICYA	11/14/09	Lodging	149.85	Cash
Regular Travel	PICYA	11/14/09	Lunch	10.00	Cash
Regular Travel	PICYA	11/14/09	Dinner	18.00	Cash
Regular Travel	PICYA	11/15/09	Breakfast	6.00	Cash
Regular Travel	PICYA	11/15/09	Incidentals	5.00	Cash