Travel & Expense Account
Transmittal Sheet

A Approval, Mail Receipts To

Employee Name	ZITO, Renee
Expense Dates	04/15/10-04/18/10
Total Expense Amount	787.93
Amount Due Employee	761.53
Form ID	TEA000640403

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)	04/15	Lodging	159.03	
2)	04/16	Lodging	163.42	
3)	04/16	Taxi Fare	13.25	
4)	04/17	Lodging	180.98	
5)	04/17	Taxi Fare	12.50	
6)	04/17	Business Expense - Other	15.00	
7)	04/18	Taxi Fare	12.50	

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

TRIP EXCEPTION(S)

	Item	Exception	Response
1)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes

EXPENSE EXCEPTION(S)

	Expense Rule	Exception	Response
1)	94:115	Automated Audits have not been applied to Business Expense-Other expense; approvers should review.	

Travel & Expense Account
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I have reviewed the following documents.

Approved by: [redacted]

MICHAEL S CUNNINGHAM

Travel & Expense Account
Summary

E[illegible]yee Name	Renee ZITO		
Ex[illegible]se Dates	04/15/10-04/18/10	**Request Total** $	787.93
Report Name	April Claims	*Direct Charge Total* -	0.00
		Travel Advances -	26.40
		Net Due Employee =	**761.53**

Trip Totals

Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Addiction Conf.	783.18
Regular Travel	SAMHSA 2	4.75

DATE	Thu Apr 15									TOTAL
Mileage, Persdhal Auto	4.75									4.75
TOTALS $	4.75									4.75

DATE	Thu Apr 15	Fri Apr 16	Sat Apr 17	Sun Apr 18						TOTAL
Dinner	18.00	18.00	18.00							54.00
Lodging	159.03	163.42	180.98							503.43
Bridge Tolls	5.00			4.00						9.00
Breakfast		6.00	6.00	6.00						18.00
Lunch		10.00	10.00	10.00						30.00
Incidentals		6.00	6.00	6.00						18.00
Taxi Fare		13.25	12.50	12.50						38.25
Business Expense - Other			15.00							15.00
Mileage, Persdhal Auto				97.50						97.50
TOTALS $	182.03	216.67	248.48	136.00						783.18