STATE OF CALIFORNIA - PERSONNEL ADMINISTRATION

TRAVEL EXPENSE CLAIM

STD.262 (REV. 6-93c)

*See Instructions and *Privacy Statement below*

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CLAIMANT'S NAME	SOCIAL SECURITY NUMBER	DEPARTMENT
Lynn L. Jacobs		HCD

POSITION	Bargaining Unit #	DIVISION OR BUREAU	INDEX	PCA
Director	E99	Executive Office	5103	50001

RESIDENCE ADDRESS	HEADQUARTERS ADDRESS	TELEPHONE NUMBER
	1800 Third Street	916 445-4775

CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
Sacramento	CA		Sacramento	CA	95811

(1) MONTH /YEAR Sep-10 (2) DATE	TIME	(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS BREAK-FAST	LUNCH	O.T., L/T, NC, RELO. OR DINNER	(6) INCIDEN-TALS	(7) TRANSPORTATION (A) COST OF TRANS	(B) TYPE USED	(C) CARFARE TOLLS, PRKG	(D) PRIVATE CAR USE MILES	AMOUNT	(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
9/10		Sacramento							PC	7.50	4	2.00		9.50
9/13		Sacramento							PC	19.50	10	5.00		24.50
9/14	1100	Drove to Sacramento A/P							PC		12	6.00		6.00
		Sacramento to Burbank				18.00						-		18.00
9/15		Burbank to Sacramento		6.00					PC	9.00		-		15.00
	1513	End of Trip										-		-
		Sacramento							PC	7.50	2	1.00		8.50
9/16		Sacramento							PC	16.50	4	2.00		18.50
9/20		Sacramento							PC	6.00	6	3.00		9.00
9/21	0830	Sacramento to San Francisco							PC	8.00	88	44.00		52.00
		San Francisco to Sacramento							PC	5.00	88	44.00		49.00
	1650	End of Trip										-		-
9/23		Sacramentio							PC	7.50	4	2.00		9.50
9/29		Sacramento							PC	22.50	8	4.00		26.50
												-		-
(10)		SUBTOTALS	-	6.00	-	18.00	-	-	-	109.00	226.00	113.00	-	246.00
COLUMN CODE (ACCTG. USE ONLY)														
		CLAIM TOTAL											$	246.00

(11) PURPOSE OF TRIP, REMARKS AND DETAILS

9/10 - Sacramento Meetings. 9/13 - Director attended COSCDA Conference and Sacramento meetings. 9/14 - Drove to Sacramento A/P for flight to Burbank. Meeting with Wes Kuesder. 9/15- Travel to Camarillo for Speaking Engagement at the Ninth Annual Ventura County Housing Conference....Attended CalHFA Board Meeting...Flight from Burbank to Sacramento...Spoke at the CDBG/HOME Conference. 9/16 - Speaking Engagement at the CDBG/HOME Conference and meeting at the Capitol. 9/17 - Participated in the CDBG/HOME Conference. 9/20 - Attended the West Sacramento Bridge District 2014 Groundbreaking and meetings in Sacramento. 9/21- Drove from Sacramento to San Francisco and back for a Speaking Engagement for NPH. 9/23- Sacramento Meetings...9/29 - Sacramento Meetings...

(12) NORMAL WORK HOURS: 8:00 AM -5:00 PM

(13) PRIVATE VEHICLE LICENSE No.:

(14) MILEAGE RATE CLAIMED: $0.50

AGENCY ACCOUNTING OFFICE USE ONLY

PAID BY REV. FUND CHECK No.

(15) I HEREBY CERTIFY That the above 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 the minimum rate, I certify the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751. 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE	DATE	(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT	DATE
Lynn L. Jacobs	10/19/10	Elliott Mandell	10/20/10

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE *(See Item 17 on reverse)* DATE