

CalATERS-Global Expense Summary

REPORT INFORMATION

Name	Anne E Baker
Expense Dates	05/10/16-05/14/16
Form ID	TEA001212051
Approver	Thomas J Yowell
Start Date/Time	05/10/16 / 1155
End Date/Time	05/14/16 / 1310
Trip Location	Newport Beach, CA
Purpose of Trip	May 2016 Coastal Commission
Authorization #/ Trip #	/

REPORT TOTALS

Report Total	1219.37 USD
Department Paid	441.58 USD
Advance Schedule Amount	0.00 USD
Amount Due Employee	777.79 USD

**** Charges are in USD unless otherwise noted**

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
05/10/16	Lodging	142.61	Cash	United States (US)	1.00		142.61
05/10/16	Dinner	23.00	Cash	United States (US)	1.00		23.00
05/10/16	Incidentals	5.00	Cash	United States (US)	1.00		5.00
05/10/16	Taxi Fare	9.35	Cash	United States (US)	1.00		9.35
05/10/16	Airfare - Commercial	220.79	Department Paid	United States (US)	1.00		220.79
05/11/16	Lodging	142.61	Cash	United States (US)	1.00		142.61
05/11/16	Breakfast	7.00	Cash	United States (US)	1.00		7.00
05/11/16	Lunch	11.00	Cash	United States (US)	1.00		11.00
05/11/16	Dinner	23.00	Cash	United States (US)	1.00		23.00
05/11/16	Incidentals	5.00	Cash	United States (US)	1.00		5.00
05/11/16	Taxi Fare	5.00	Cash	United States (US)	1.00		5.00
05/12/16	Lodging	142.61	Cash	United States (US)	1.00		142.61
05/12/16	Breakfast	7.00	Cash	United States (US)	1.00		7.00
05/12/16	Lunch	11.00	Cash	United States (US)	1.00		11.00
05/12/16	Dinner	23.00	Cash	United States (US)	1.00		23.00
05/12/16	Incidentals	5.00	Cash	United States (US)	1.00		5.00
05/12/16	Taxi Fare	5.00	Cash	United States (US)	1.00		5.00
05/13/16	Lodging	142.61	Cash	United States (US)	1.00		142.61
05/13/16	Breakfast	7.00	Cash	United States (US)	1.00		7.00
05/13/16	Lunch	11.00	Cash	United States (US)	1.00		11.00
05/13/16	Dinner	23.00	Cash	United States (US)	1.00		23.00
05/13/16	Incidentals	5.00	Cash	United States (US)	1.00		5.00
05/13/16	Taxi Fare	5.00	Cash	United States (US)	1.00		5.00
05/14/16	Breakfast	7.00	Cash	United States (US)	1.00		7.00
05/14/16	Taxi Fare	10.00	Cash	United States (US)	1.00		10.00
05/14/16	Airfare - Commercial	220.79	Department Paid	United States (US)	1.00		220.79

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Expense Sub-Totals

Breakfast	28.00
Airfare - Commercial	441.58
Dinner	92.00
Incidentals	20.00
Lodging	570.44
Lunch	33.00
Taxi Fare	34.35

Review Items - Exceptions and Questions

Text	Response	Policy
Approvers should verify lodging was obtained in a designated high cost county		46new
Approvers should verify lodging was obtained in a designated high cost county		46new
Approvers should verify lodging was obtained in a designated high cost county		46new
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A receipt is required for the Taxi Fare expense on 05/14/16.		92:97