

CalATERS-Global Expense Summary

REPORT INFORMATION

Name Alan LoFaso
Expense Dates 04/07/15-04/07/15
Form ID TEA000727750
Approver
Start Date/Time 04/07/15 / 0500
End Date/Time 04/07/15 / 2000
Trip Location Duarte, CA
Purpose of Trip
Authorization #/ Trip # /

REPORT TOTALS

Report Total 58.37 USD
Department Paid 0.00 USD
Advance Schedule Amount 0.00 USD
Amount Due Employee 58.37 USD

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

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
04/07/15	Breakfast	7.00	Cash	United States (US)	1.00		7.00
04/07/15	Dinner	20.00	Cash	United States (US)	1.00		20.00
04/07/15	Parking, Auto	17.00	Cash	United States (US)	1.00		17.00
04/07/15	Personal Auto Mileage	14.37	Cash	United States (US)	1.00		14.37

Expense Sub-Totals

Breakfast 7.00
Dinner 20.00
Parking, Auto 17.00
Personal Auto Mileage 14.37

CalATERS-Global Expense Summary

REPORT INFORMATION

Name Alan LoFaso
Expense Dates 04/26/15-04/29/15
Form ID NCI000750591
Approver
Start Date/Time 04/26/15 / 1700
End Date/Time 04/29/15 / 2300
Trip Location Beverly Hills
Purpose of Trip Conference
Authorization #/ Trip # /

REPORT TOTALS

Report Total 1114.63 USD
Department Paid 430.34 USD
Advance Schedule Amount 0.00 USD
Amount Due Employee 684.29 USD

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

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
04/26/15	Airfare - Commercial	215.17	Department Paid	United States (US)	1.00		215.17
04/26/15	Lodging	138.68	Cash	United States (US)	1.00		138.68
04/26/15	Parking, Auto	14.00	Cash	United States (US)	1.00		14.00
04/27/15	Lodging	138.68	Cash	United States (US)	1.00		138.68
04/27/15	Parking, Auto	17.00	Cash	United States (US)	1.00		17.00
04/27/15	Incidentals	5.00	Cash	United States (US)	1.00		5.00
04/27/15	Breakfast	7.00	Cash	United States (US)	1.00		7.00
27/15	Dinner	23.00	Cash	United States (US)	1.00		23.00
04/27/15	Lunch	11.00	Cash	United States (US)	1.00		11.00
04/28/15	Lodging	138.68	Cash	United States (US)	1.00		138.68
04/28/15	Parking, Auto	17.00	Cash	United States (US)	1.00		17.00
04/28/15	Incidentals	5.00	Cash	United States (US)	1.00		5.00
04/28/15	Breakfast	7.00	Cash	United States (US)	1.00		7.00
04/28/15	Dinner	23.00	Cash	United States (US)	1.00		23.00
04/28/15	Lunch	11.00	Cash	United States (US)	1.00		11.00
04/29/15	Airfare - Commercial	215.17	Department Paid	United States (US)	1.00		215.17
04/29/15	Taxi Fare	52.50	Cash	United States (US)	1.00		52.50
04/29/15	Taxi Fare	12.75	Cash	United States (US)	1.00		12.75
04/29/15	Parking, Auto	17.00	Cash	United States (US)	1.00		17.00
04/29/15	Incidentals	5.00	Cash	United States (US)	1.00		5.00
04/29/15	Breakfast	7.00	Cash	United States (US)	1.00		7.00
04/29/15	Dinner	23.00	Cash	United States (US)	1.00		23.00
04/29/15	Lunch	11.00	Cash	United States (US)	1.00		11.00

CalATERS-Global Expense Summary

Expense Sub-Totals

Breakfast	21.00
Airfare - Commercial Dinner	430.34
Incidentals	69.00
Lodging	15.00
Lunch	416.04
Parking, Auto	33.00
Taxi Fare	65.00
	65.25

Review Items - Exceptions and Questions

Text	Response	Policy
Was prior approval granted for your attendance at the conference/convention?	Yes	5:3b
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