

CalATERS-Global Expense Summary

REPORT INFORMATION

Name Yvette Stowers
Expense Dates 07/13/16-07/14/16
Form ID SCI001296126
Approver Thomas J Yowell
Start Date/Time 07/13/16 / 1245
End Date/Time 07/14/16 / 1900
Trip Location Irvine, CA
Purpose of Trip Attend BOE Meeting
Authorization #/ Trip # /

REPORT TOTALS

Report Total 600.16 USD
Department Paid 387.96 USD
Advance Schedule Amount 140.00 USD
Amount Due Employee 72.20 USD

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

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
07/13/16	Airfare - Commercial	119.48	Department Paid	United States (US)	1.00		119.48
07/13/16	Lodging	133.20	Cash	United States (US)	1.00		133.20
07/13/16	Dinner	23.00	Cash	United States (US)	1.00		23.00
07/14/16	Airfare - Commercial	268.48	Department Paid	United States (US)	1.00		268.48
07/14/16	Breakfast	7.00	Cash	United States (US)	1.00		7.00
07/14/16	Lunch	11.00	Cash	United States (US)	1.00		11.00
07/14/16	Taxi Fare	33.00	Cash	United States (US)	1.00		33.00
07/14/16	Incidentals	5.00	Cash	United States (US)	1.00		5.00

Expense Sub-Totals

Breakfast 7.00
Airfare - Commercial 387.96
Dinner 23.00
Incidentals 5.00
Lodging 133.20
Lunch 11.00
Taxi Fare 33.00

Review Items - Exceptions and Questions

Text	Response	Policy
Was prior approval granted for your attendance at the conference/convention?	Yes	5:3a
Approvers should verify lodging was obtained in a designated high cost county.		46new
Reimbursement rate of 120.00 USD for Lodging expense exceeded. Document of Prior Approval submitted?	Yes	#52A Dept limit override

CalATERS-Global Expense Summary

REPORT INFORMATION

Name	Yvette Stowers
Expense Dates	07/29/16-07/29/16
Form ID	TEA001309179
Approver	Thomas J Yowell
Start Date/Time	07/29/16 / 0445
End Date/Time	07/29/16 / 2030
Trip Location	Burbank/Lancaster, CA
Purpose of Trip	Policy on opening offices and staffing needs
Authorization #/ Trip #	/

REPORT TOTALS

Report Total	645.58 USD
Department Paid	558.70 USD
Advance Schedule Amount	0.00 USD
Amount Due Employee	86.88 USD

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

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
07/29/16	Personal Auto Mileage	7.94	Cash	United States (US)	1.00		7.94
07/29/16	Breakfast	7.00	Cash	United States (US)	1.00		7.00
07/29/16	Airfare - Commercial	507.96	Department Paid	United States (US)	1.00		507.96
07/29/16	Business, Lunch	11.00	Cash	United States (US)	1.00		11.00
07/29/16	Auto/Car Rental	50.74	Department Paid	United States (US)	1.00		50.74
07/29/16	Gasoline	13.00	Cash	United States (US)	1.00		13.00
07/29/16	Parking, Auto	17.00	Cash	United States (US)	1.00		17.00
07/29/16	Dinner	23.00	Cash	United States (US)	1.00		23.00
07/29/16	Personal Auto Mileage	7.94	Cash	United States (US)	1.00		7.94

Expense Sub-Totals

Auto/Car Rental	50.74
Breakfast	7.00
Airfare - Commercial	507.96
Dinner	23.00
Gasoline	13.00
Business, Lunch	11.00
Parking, Auto	17.00
Personal Auto Mileage	15.88