

CalATERS-Global Expense Summary

REPORT INFORMATION

Name	Lynn Paquin
Expense Dates	02/07/19-02/08/19
Form ID	TEA002445014
Approver	Jan A Ross
Start Date/Time	02/07/19 / 1630
End Date/Time	02/08/19 / 1300
Trip Location	San Francisco, CA
Purpose of Trip	Ceres West Coast Council Meeting
Authorization #/ Trip #	/

REPORT TOTALS

Report Total	423.57 USD
Department Paid	0.00 USD
Advance Schedule Amount	0.00 USD
Amount Due Employee	423.57 USD

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

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
02/07/19	Lodging	278.51	Cash	United States (US)	1.00		278.51
02/07/19	Personal Auto Mileage	49.53	Cash	United States (US)	1.00		49.53
02/07/19	Road Tolls	6.00	Cash	United States (US)	1.00		6.00
02/07/19	Parking, Auto	34.00	Cash	United States (US)	1.00		34.00
02/08/19	Personal Auto Mileage	49.53	Cash	United States (US)	1.00		49.53
02/08/19	Road Tolls	6.00	Cash	United States (US)	1.00		6.00

Expense Sub-Totals

Lodging	278.51
Parking, Auto	34.00
Road Tolls	12.00
Personal Auto Mileage	99.06

Review Items - Exceptions and Questions

Text	Response	Policy
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Approvers should verify lodging was obtained in a designated high cost county

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