CalATERS-Global
Expense Summary

REPORT INFORMATION

Name	Karen Greene Ross
Expense Dates	03/29/15-04/05/15
Form ID	NCS000756804
Approver	Thomas J Yowell
Start Date/Time	03/29/15 / 0600
End Date/Time	04/05/15 / 2200
Trip Location	Washington, DC
Purpose of Trip	Conference
Authorization #/ Trip #	/

REPORT TOTALS

Report Total	2196.85 USD
Department Paid	976.20 USD
Advance Schedule Amount	1000.00 USD
Amount Due Employee	220.65 USD

*** Charges are in USD unless otherwise noted*

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
03/29/15	O/S Airfare - Commercial	488.10	Department Paid	United States (US	1.00		488.10
03/29/15	O/S Breakfast	7.00	Cash	United States (US	1.00		7.00
03/29/15	O/S Lunch	11.00	Cash	United States (US	1.00		11.00
03/29/15	O/S Dinner	23.00	Cash	United States (US	1.00		23.00
03/29/15	O/S Lodging	332.05	Cash	United States (US	1.00		332.05
03/29/15	O/S Taxi Fare	49.00	Cash	United States (US	1.00		49.00
03/29/15	O/S Incidentals	5.00	Cash	United States (US	1.00		5.00
03/30/15	O/S Lodging	332.05	Cash	United States (US	1.00		332.05
03/30/15	O/S Breakfast	7.00	Cash	United States (US	1.00		7.00
03/30/15	O/S Lunch	11.00	Cash	United States (US	1.00		11.00
03/30/15	O/S Dinner	23.00	Cash	United States (US	1.00		23.00
03/31/15	O/S Lodging	332.05	Cash	United States (US	1.00		332.05
03/31/15	O/S Breakfast	7.00	Cash	United States (US	1.00		7.00
03/31/15	O/S Lunch	11.00	Cash	United States (US	1.00		11.00
03/31/15	O/S Dinner	23.00	Cash	United States (US	1.00		23.00
04/05/15	O/S Airfare - Commercial	488.10	Department Paid	United States (US	1.00		488.10
04/05/15	O/S Taxi Fare	42.50	Cash	United States (US	1.00		42.50
04/05/15	O/S Incidentals	5.00	Cash	United States (US	1.00		5.00

Expense Sub-Totals

O/S Airfare - Commercial	976.20
O/S Breakfast	21.00
O/S Lunch	33.00
O/S Dinner	69.00
O/S Incidentals	10.00
O/S Lodging	996.15
O/S Taxi Fare	91.50

Review Items - Exceptions and Questions

Text	Response	Policy

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Document of Prior Approval required for O/S Non State Sponsored.	**Yes**	**#A6 DPA required**
Was prior approval granted for your attendance at the conference/convention?	**Yes**	**5:3b**