

CalATERS-Global Expense Summary

REPORT INFORMATION

Name Betty T Yee
Expense Dates 01/25/16-01/30/16
Form ID NCS001087154
Approver Thomas J Yowell
Start Date/Time 01/25/16 / 1930
End Date/Time 01/30/16 / 2030
Trip Location New York, NY
Purpose of Trip
Authorization #/ Trip # EO05 / B67698114368

REPORT TOTALS

Report Total 1136.25 USD
Department Paid 246.20 USD
Advance Schedule Amount 0.00 USD
Amount Due Employee 890.05 USD

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

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
01/25/16	O/S Airfare - Commercial	246.20	Department Paid	United States (US)	1.00		246.20
01/25/16	O/S Baggage Fee	20.00	Cash	United States (US)	1.00		20.00
01/25/16	O/S Lodging	163.01	Corporate Card	United States (US)	1.00		163.01
01/26/16	O/S Lodging	163.01	Corporate Card	United States (US)	1.00		163.01
01/27/16	O/S Lodging	163.01	Corporate Card	United States (US)	1.00		163.01
01/28/16	O/S Lodging	163.01	Corporate Card	United States (US)	1.00		163.01
01/29/16	O/S Lodging	163.01	Corporate Card	United States (US)	1.00		163.01
01/30/16	O/S Baggage Fee	55.00	Cash	United States (US)	1.00		55.00

Expense Sub-Totals

O/S Baggage Fee 75.00
O/S Airfare - Commercial 246.20
O/S Lodging 815.05

Review Items - Exceptions and Questions

Text	Response	Policy
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

CalATERS-Global Expense Summary

REPORT INFORMATION

Name Betty T Yee
Expense Dates 01/21/16-01/21/16
Form ID TEA001078390
Approver Thomas J Yowell
Start Date/Time 01/21/16 / 2030
End Date/Time 01/22/16 / 0900
Trip Location Santa Clara, CA
Purpose of Trip Regional meeting and event
Authorization #/ Trip # / .

REPORT TOTALS

Report Total 146.83 USD
Department Paid 0.00 USD
Advance Schedule Amount 0.00 USD
Amount Due Employee 146.83 USD

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

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
01/21/16	Lodging	140.88	Corporate Card	United States (US)	1.00		140.88
01/21/16	Internet Charges	5.95	Corporate Card	United States (US)	1.00		5.95

Expense Sub-Totals

Internet Charges 5.95
Lodging 140.88

Review Items - Exceptions and Questions

Text	Response	Policy
Approvers should verify lodging was obtained in a designated high cost county.		46new