

## CalATERS-Global Expense Summary

### REPORT INFORMATION

<b>Name</b>	Lynn Paquin
<b>Expense Dates</b>	06/20/16-06/20/16
<b>Form ID</b>	TEA001264670
<b>Approver</b>	Thomas J Yowell
<b>Start Date/Time</b>	06/20/16 / 1600
<b>End Date/Time</b>	06/21/16 / 1830
<b>Trip Location</b>	San Francisco
<b>Purpose of Trip</b>	Bay Area Women's Summit
<b>Authorization #/ Trip #</b>	/

### REPORT TOTALS

<b>Report Total</b>	287.89 USD
<b>Department Paid</b>	0.00 USD
<b>Advance Schedule Amount</b>	0.00 USD
<b>Amount Due Employee</b>	287.89 USD

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

### EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
06/20/16	Lodging	259.89	Cash	United States (US)	1.00		259.89
06/20/16	Dinner	23.00	Cash	United States (US)	1.00		23.00
06/20/16	Incidentals	5.00	Cash	United States (US)	1.00		5.00

### Expense Sub-Totals

<b>Dinner</b>	23.00
<b>Incidentals</b>	5.00
<b>Lodging</b>	259.89

### 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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