

**TRAVEL EXPENSE CLAIM**

STD. 262 (REV. 7/2005)

*See Instructions and \*Privacy Statement On Reverse Side*

Page \_\_\_\_\_ of \_\_\_\_\_ Pages

CLAIMANT'S NAME Kenneth C. Burtis			SSN or EMPLOYEE NUMBER* [REDACTED]			DEPARTMENT CIRM			
POSITION ICOC member		CB/ID No.		DIVISION or BUREAU				INDEX NUMBER	
RESIDENCE ADDRESS* [REDACTED]				HEADQUARTERS ADDRESS 210 King Street				TELEPHONE NUMBER [REDACTED]	
CITY [REDACTED]		STATE [REDACTED]		ZIP CODE [REDACTED]		CITY San Francisco		STATE CA	ZIP CODE 94107

(1) MONTH/YEAR	(2) DATE	(2) TIME	(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION				(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY	
					BREAK-FAST	LUNCH	O.T., L.T. N/C, RELO. OR DINNER		(A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE, TOLLS, PARKING	(D) PRIVATE CAR USE			
										MILES	AMOUNT				
8/13	8/27	2100	Travel from San Diego Airport to Hotel						60.00					60.00	
														0.00	
														0.00	
														0.00	
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														0.00	
<b>(10) SUBTOTALS</b>				0.00	0.00	0.00	0.00	0.00	60.00		0.00	0	0.00	0.00	60.00
<b>(10) COLUMN CODE (ACCTG. USE ONLY)</b>															

**CLAIM TOTAL** 60.00

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)

Attendance at August 28, 2013 meeting of the CIRM ICOC board.

*NO MILEAGE CLAIMED*

(12) NORMAL WORK HOURS  
[REDACTED]

(13) PRIVATE VEHICLE LICENSE NUMBER  
[REDACTED]

(14) MILEAGE RATE CLAIMED  
*.565*

**AGENCY ACCOUNTING OFFICE USE ONLY**

PAID BY REVOLVING FUND CHECK NUMBER

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

DATE: 10/10/13

(16) [REDACTED]

(17) [REDACTED]

DATE: 10.17.13