

TRAVEL EXPENSE CLAIM

STD. 262 (REV. 7/2005)

See Instructions and *Privacy Statement On Reverse Side

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CLAIMANT'S NAME JEFF SHEEHY		SSN or EMPLOYEE NUMBER*		DEPARTMENT CIRM	
POSITION ICOC MEMBER		CB/ID No.	DIVISION or BUREAU ICOC		INDEX NUMBER
RESIDENCE ADDRESS *		HEADQUARTERS ADDRESS 210 KING STREET		TELEPHONE NUMBER 415-396-9100	
CITY [REDACTED]		STATE	CITY SAN FRANCISCO		STATE CA
ZIP CODE [REDACTED]		ZIP CODE 94107		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		
JAN/12	17	5:54 20:46	SAN FRANCISCO TO SAN DIEGO AND BACK						\$93.00	T			0	93.00
													0	0
													0	0
													0	0
													0	0
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													0	0
													0	0
													0	0
(10) SUBTOTALS				0	0	0	0	0	0	0	0	0	0	0

CLAIM TOTAL

\$93.00

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)
ATTEND ICOC MEETING IN SAN DIEGO.

(12) NORMAL WORK HOURS
 [REDACTED]

(13) PRIVATE VEHICLE LICENSE NUMBER
 [REDACTED]

(14) MILEAGE RATE CLAIMED

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.

CLAIMANT'S SIGNATURE [REDACTED] DATE **1-18-12**

(17) SIGNATURE AND TITLE (See Item 17 on reverse)

(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT [REDACTED] DATE **1/20/12**

DATE **1/23/12**