

**TRAVEL EXPENSE CLAIM**

STD. 262 (REV. 7/2005)

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

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

CLAIMANT'S NAME <b>JEFF SHEEHY</b>		SSN or EMPLOYEE NUMBER* [REDACTED]	DEPARTMENT <b>CIRM</b>	
POSITION <b>ICOC MEMBER</b>	CB/ID No.	DIVISION or BUREAU <b>ICOC</b>		INDEX NUMBER
RESIDENCE ADDRESS [REDACTED]		HEADQUARTERS ADDRESS <b>210 KING STREET</b>		TELEPHONE NUMBER <b>415-396-9100</b>
CITY [REDACTED]	STATE [REDACTED]	ZIP CODE [REDACTED]	CITY <b>SAN FRANCISCO</b>	STATE <b>CA</b>
			ZIP CODE <b>94107</b>	

(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/2012	04	9:27	SAN FRANCISCO						\$23.00	T			0	\$23.00
													0	0
													0	0
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													0	0
(10) SUBTOTALS				0	0	0	0	0	0	0	0	0	0	0

<b>CLAIM TOTAL</b>	<b>\$23.00</b>
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(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required) <b>ATTEND ICOC GRANTS WORKING GROUP REVIEW</b>	(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 <b>1-4-12</b>	(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT [REDACTED]	DATE <b>1/23/12</b>
	See Item 17 on reverse)		DATE <b>1/23/12</b>