

TRAVEL EXPENSE CLAIM

STD. 262 (REV. 9/2007)

See Instructions and *Privacy Statement On Reverse Side

Page _____ of _____ Pages

CLAIMANT'S NAME FRANCISCO PRIETO			SSN or EMPLOYEE NUMBER* [REDACTED]		DEPARTMENT
POSITION		CB/ID No.	DIVISION or BUREAU		INDEX NUMBER
RESIDENCE ADDRESS *			HEADQUARTERS ADDRESS SAME AS Residence		TELEPHONE NUMBER
CITY [REDACTED]	STATE	ZIP CODE [REDACTED]	CITY	STATE	ZIP CODE

(1) NORMAL WORK HOURS	(2) PRIVATE VEHICLE LICENSE NUMBER [REDACTED]	(3) MILEAGE RATE CLAIMED .555
-----------------------	--	---

(4) MONTH/YEAR	(5) DATE	(5) TIME	(6) LOCATION WHERE EXPENSES WERE INCURRED	(7) LODGING	(8) MEALS			(9) INCIDENTALS	(10) TRANSPORTATION				(11) BUSINESS EXPENSE	(12) 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		
DEC 12	12/11	8:00	Sacramento									27	14.99		14.99
	12/12	7:00	LA / Sacramento								34.00	27	14.99		48.99
													0.00		0.00
													0.00		0.00
													0.00		0.00
													0.00		0.00
													0.00		0.00
													0.00		0.00
													0.00		0.00
													0.00		0.00
													0.00		0.00
(13) SUBTOTALS				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COLUMN CODE (ACCTG. USE ONLY)															

CLAIM TOTAL **\$ 63.98⁰⁰**

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

12/11 - 12/12

Attend ICOC Meeting LA - LUXE HOTEL

AGENCY ACCOUNTING OFFICE USE ONLY
PAYED BY REVOLVING FUND CHECK NUMBER

(15) I HEREBY CERTIFY THAT THE EXPENSES INCURRED BY ME IN ACCORDANCE WITH DPA RULES IN THE SERVICE OF THE STATE OF CALIFORNIA. IF A PRIVATELY OWNED VEHICLE WAS USED, 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 THE STATE OF CALIFORNIA FOR THE PROPER USE OF SUCH VEHICLE, INCLUDING THE REQUIREMENTS FOR SAFETY AND SEAT BELT USAGE.

DATE **12/6/13** (16) [REDACTED] DATE **2/13/14**

(17) [REDACTED] (Item 17 on reverse) DATE