

TRAVEL EXPENSE CLAIM

See Instructions and *Privacy Statement On Reverse Side

STD. 212 (REV. 7/2005)

CLAIMANT'S NAME Alar Trounson			SSN or EMPLOYEE NUMBER* [REDACTED]			DEPARTMENT CIRM		
POSITION President		CB/ID No.	DIVISION or BUREAU CIRM			INDEX NUMBER		
RESIDENCE ADDRESS *			HEADQUARTERS ADDRESS 210 King St			TELEPHONE NUMBER (415) 396-9105		
CITY	STATE	ZIP CODE	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			
2/12	2/24	1:00 PM	San Francisco		6.50			49.75	47.67	T				54.17 56.25
	2/27		Qatar			5.50								5.50
	2/29		Qatar				9.63							9.63
	3/2		Qatar		2.75									2.75
	3/3	12:15 PM	San Francisco						50.00	T				50.00
(10) SUBTOTALS				0.00	9.25	5.50	9.63	49.75	50.00		0.00	0	0.00	122.05 124.13
COLUMN CODE (ACCTG. USE ONLY)														

CLAIM TOTAL

122.05
124.13

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

2/24-3/3 Qatar Conference expenses

O/S # 2011MES02

(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	(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT [REDACTED]	DATE
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