STATE OF CALIFORNIA – DEPARTMENT OF PERSONNEL ADMINISTRATION

TRAVEL EXPENSE CLAIM

STD. 262 (REV. 9/2007)

See Instructions and *Privacy Statement On Reverse Side

CLAIMANT'S NAME: JEFF SHEEHY		SSN or EMPLOYEE NUMBER*: [redacted]	DEPARTMENT: CIRM
POSITION: ICOC MEMBER	CB/ID No.	DIVISION or BUREAU: ICOC	INDEX NUMBER
RESIDENCE ADDRESS *: [redacted]		HEADQUARTERS ADDRESS: 210 KING STREET	TELEPHONE NUMBER: 415-396-9100
CITY: [redacted]	STATE / ZIP CODE: [redacted]	CITY: SAN FRANCISCO	STATE: CA / ZIP CODE: 94107
(1) NORMAL WORK HOURS: [redacted]		(2) PRIVATE VEHICLE LICENSE NUMBER	(3) MILEAGE RATE CLAIMED

(4) MONTH/YEAR 03/12 (5) DATE	TIME	(6) LOCATION WHERE EXPENSES WERE INCURRED	(7) LODGING	(8) MEALS BREAK-FAST	LUNCH	O.T., L/T, N/C, RELO. OR DINNER	(9) INCIDEN-TALS	(10) TRANSPORTATION (A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE, TOLLS, PARKING	(D) PRIVATE CAR USE MILES	AMOUNT	(11) BUSINESS EXPENSE	(12) TOTAL EXPENSES FOR DAY
03/7	08:37	SF TO MILLBRAE						$45.00	T			0		45.00 ~~0~~
03/8	09:45	SF TO MILLBRAE						43.24 ~~$44.00~~	T			0		43.24 ~~0~~
03/9	08:43 13:02	SF TO MILLBRAE AND MILLBRAE TO SF					93.30	~~$93.80~~	T			0		93.30 ~~0~~
												0		0
												0		0
												0		0
												0		0
												0		0
												0		0
												0		0
												0		0
												0		0
(13) SUBTOTALS			0	0	0	0	0	182.30 0		0	0	0	0	181.54 0
COLUMN CODE (ACCTG. USE ONLY)														
CLAIM TOTAL														~~182.30~~ 181.54 0

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

ATTEND ICOC GWG IN MILLBRAE

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.

[redacted] DATE 3-9-12 [redacted] EL AND PAYMENT DATE 3/13/12

[redacted] LE *(See Item 17 on reverse)* DATE