

**TRAVEL EXPENSE CLAIM**

STD. 262 (REV. 7/2005)

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

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CLAIMANT'S NAME <b>Joan Samuelson</b>		SSN or EMPLOYEE NUMBER* [REDACTED]		DEPARTMENT	
POSITION		CB/ID No.	DIVISION or BUREAU <b>SAME RESIDENCE</b>		
RESIDENCE ADDRESS *			HEADQUARTERS ADDRESS		TELEPHONE NUMBER
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE

(1) MONTH/YEAR	(2) DATE	(3) 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			
July 2011	7/15	8:00 5:00	San Francisco									62.95	62.95	
January 2012	1/18/12	8:00 5:00	San Francisco									72.48	72.48	
													0.00	
													0.00	
													0.00	
													0.00	
													0.00	
													0.00	
													0.00	
													0.00	
													0.00	
													0.00	
													0.00	
<b>(10) SUBTOTALS</b>				0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	143.59	135.43	
<b>COLUMN CODE (ACCTG. USE ONLY)</b>													143.59	

**CLAIM TOTAL** 135.43  
~~143.59~~

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required) <b>Business Expenses paid out to John Sinako for ICOC Board Meeting and Grants Working Group Meeting</b>	(12) NORMAL WORK HOURS [REDACTED]
	(13) PRIVATE VEHICLE LICENSE NUMBER
	(14) MILEAGE RATE CLAIMED
<b>AGENCY ACCOUNTING OFFICE USE ONLY</b>	
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

DATE <u>8/17/12</u>	DATE <u>10/8/12</u>
and TITLE (See Item 17 on reverse)	
DATE	