

TRAVEL EXPENSE CLAIM

STD. 262 (REV. 7/2005)

See Instructions and *Privacy Statement On Reverse Side

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CLAIMANT'S NAME Jonathan Y. Thomas		SSN or EMPLOYEE NUMBER* [REDACTED]	DEPARTMENT
POSITION Chairman	CB/ID No.	DIVISION or BUREAU CIRM	INDEX NUMBER
RESIDENCE ADDRESS *		HEADQUARTERS ADDRESS	TELEPHONE NUMBER
CITY [REDACTED]	STATE [REDACTED]	ZIP CODE [REDACTED]	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
September	4th	11:00 1:00	Los Angeles								8.00		93.23	101.23	
	5th	8:00	Los Angeles/Burlingame		15.69	11.42	3.50				70.00			100.61	
	6th	2:00												0.00	
														0.00	
														0.00	
														0.00	
														0.00	
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														0.00	
														0.00	
(10) SUBTOTALS				0.00	15.69	104.65	3.50	0.00	0.00		78.00	0	0.00	0.00	201.84
COLUMN CODE (ACCTG. USE ONLY)															

CLAIM TOTAL 201.84

<p>(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)</p> <p>September 4th, 2012 Lunch with Board Member Leeza Gibbons</p> <p>September 5th, 2012 ICOC meeting Crown Plaza - Burlingame</p>	<p>(12) NORMAL WORK HOURS [REDACTED]</p> <p>(13) PRIVATE VEHICLE LICENSE NUMBER [REDACTED]</p> <p>(14) MILEAGE RATE CLAIMED</p>
<p>AGENCY ACCOUNTING OFFICE USE ONLY</p> <p>PAID BY REVOLVING FUND CHECK NUMBER</p>	

<p>(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.</p>	
<p>CLAIMANT SIGNATURE [REDACTED]</p>	<p>(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT [REDACTED]</p>
<p>DATE 9/17/12</p>	<p>DATE 9-17-12</p>
<p>(17) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT [REDACTED]</p>	<p>DATE</p>