STATE OF CALIFORNIA – PERSONNEL ADMINISTRATION

TRAVEL EXPENSE CLAIM

STD. 262 (REV. 7/2005)

See Instructions and *Privacy Statement On Reverse Side

Page _____ of _____ Pages

CLAIMANT'S NAME	SSN or EMPLOYEE NUMBER*	DEPARTMENT
JEFF SHEEHY	[redacted]	CIRM

POSITION	CB/ID No.	DIVISION or BUREAU	INDEX NUMBER
ICOC MEMEBER		ICOC	

RESIDENCE ADDRESS *	HEADQUARTERS ADDRESS	TELEPHONE NUMBER
[redacted]	210 KING STREET	414-396-9100

CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
[redacted]	[redacted]		SF	CA	94107

(1) MONTH/YEAR Sept/12	(2) DATE	(2) TIME	(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS BREAK-FAST	(5) MEALS LUNCH	(5) MEALS O.T., L/T, N/C, RELO. OR DINNER	(6) INCIDEN-TALS	(7) TRANSPORTATION (A) COST OF TRANS.	(7) (B) TYPE USED	(7) (C) CARFARE, TOLLS, PARKING	(7) (D) PRIVATE CAR USE MILES	(7) (D) PRIVATE CAR USE AMOUNT	(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
	05	15:08	SF TO BURLINGAME						$46.00	T			0		46.00
	06	8:35 15:43	SF TO BURLINGAME BURLINGAME TO SF						$92.00	T			0		92.00
													0		0
													0		0
													0		0
													0		0
													0		0
													0		0
													0		0
													0		0
													0		0
													0		0
(10) **SUBTOTALS**				0	0	0	0	0	0		0	0	0	0	0

CLAIM TOTAL $138.00 0

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

ATTEND ICOC MEETING IN BURLINGAME

(12) NORMAL WORK HOURS [redacted]

(13) PRIVATE VEHICLE LICENSE NUMBER

(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 [redacted] he requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754

CL[redacted] DATE 9-7-12 (1[redacted] YMENT DATE 9/12/12

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