

STATE OF CALIFORNIA - PERSONNEL ADMINISTRATION
TRAVEL EXPENSE CLAIM

STD. 262 (REV. 7/2005)

See Instructions and *Privacy
 Statement On Reverse Side

Page 1 of Pages

CLAIMANT'S NAME Neil Littman		SSN or EMPLOYEE NUMBER [REDACTED]	DEPARTMENT
POSITION Director, Business Development	CB/ID No.		INDEX NUMBER
RESIDENCE ADDRESS [REDACTED]		HEADQUARTERS ADDRESS 1999 Harrison Street, Suite 1650	TELEPHONE NUMBER (510) 340-9145
CITY [REDACTED]	STATE [REDACTED]	ZIP CODE [REDACTED]	CITY Oakland
			STATE CA
			ZIP CODE 94612

(1) MONTH/YEAR	(2) DATE	(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				
	TIME									MILES	AMOUNT				
10/26	0800-1700	Travel to MIT Conference-Boston	387.67	20.57	✓	38.10	✓			T	94.30		540.64		
10/27	0800-1700	Travel Home from Boston-MIT Conference				19.64	✓			T	63.77		83.41		
	0800-1700												0.00		
	0800-1700												0.00		
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(10) SUBTOTALS			387.67	20.57	0.00	57.74	0.00	0.00			158.07	0	0.00	0.00	624.05
(10) COLUMN CODE (ACCTG. USE ONLY)															

CLAIM TOTAL 624.05

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

10/26 to 10/27 Trip to MIT Conference in Boston. Hotel Room at \$339 was rate checked through Fed Gov per diem website (print out attached).

No alcohol charged on TEC

[REDACTED] 2016 MA02

(12) NORMAL WORK HOURS
[REDACTED]

(13) PRIVATE VEHICLE LICENSE NUMBER
[REDACTED]

(14) MILEAGE RATE CLAIMED
.54

AGENCY ACCOUNTING OFFICE USE ONLY

PAID BY REVOLVING FUND CHECK NUMBER

(15) I certify that the travel expenses incurred by me in accordance with this claim were necessary and reasonable and that the mileage rates exceed the minimum rates prescribed by the State if the requirements as prescribed by the State were met.

DATE: 11/30/16

(16) TITLE (See Item 17 on reverse)

(17) DATE: 12/29/16