STATE OF CALIFORNIA – DEPARTMENT OF PERSONNEL ADMINISTRATION

TRAVEL EXPENSE CLAIM

STD. 262 (REV. 9/2007)

See Instructions and *Privacy Statement On Reverse Side

Page _____ of _____ Pages

CLAIMANT'S NAME	SSN or EMPLOYEE NUMBER*	DEPARTMENT
Cecilia Silva-Martin	[redacted]	

POSITION	CB/ID No.	DIVISION or BUREAU	INDEX NUMBER
Director of Finance		[redacted]	

RESIDENCE ADDRESS *	HEADQUARTERS ADDRESS	TELEPHONE NUMBER
	1999 Harrison	(510) 340-9154

CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
[redacted]			Oakland	CA	94612

(1) NORMAL WORK HOURS	(2) PRIVATE VEHICLE LICENSE NUMBER	(3) MILEAGE RATE CLAIMED
[redacted]	[redacted]	0.540

(4) MONTH/YEAR 10/16		(6) LOCATION WHERE EXPENSES WERE INCURRED	(7)	(8) MEALS			(9)	(10) TRANSPORTATION					(11)	(12)
(5) DATE	TIME		LODGING	BREAK-FAST	LUNCH	O.T., L/T, N/C, RELO. OR DINNER	INCIDEN-TALS	(A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE, TOLLS, PARKING	(D) PRIVATE CAR USE MILES	(D) PRIVATE CAR USE AMOUNT	BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY
		Public Transit						370.00				0.00		370.00
10/26		Sacto to LA	182.80		13.59	3.80			U	24.89	48.00	25.92		251.00
10/27		and Return		3.80	18.43		2.00				48.00	25.92		50.15 ~~48.15~~
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
(13)		**SUBTOTALS**	182.80	3.80	32.02	3.80	2.00 ~~0.00~~	370.00		24.89	96.00	51.84	0.00	671.15 ~~669.15~~
COLUMN CODE (ACCTG. USE ONLY)														

CLAIM TOTAL 671.15 ~~$669.15~~

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

October 2016 Public Transit
10/26-27 CFAOC Meeting - LA

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 usag[redacted]

CLAIM[redacted]	DATE	[redacted]AVEL AND PAYMENT	DATE
	11/1/16		11/2/16

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE *(See Item 17 on reverse)* DATE