

CalATERS-Global Expense Summary

REPORT INFORMATION

Name Terrence J McGuire
Expense Dates 04/16/15-06/01/15
Form ID NTN000790780
Approver Thomas J Yowell
Start Date/Time 04/16/15 / 1200
End Date/Time 06/01/15 / 1201
Trip Location
Purpose of Trip Commute from San Francisco
Authorization #/ Trip # /

REPORT TOTALS

Report Total 195.00 USD
Department Paid 0.00 USD
Advance Schedule Amount 0.00 USD
Amount Due Employee 195.00 USD

**** Charges are in USD unless otherwise noted**

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
04/16/15	Transit Subsidy	65.00	Cash	United States (US)	1.00		65.00
05/05/15	Transit Subsidy	65.00	Cash	United States (US)	1.00		65.00
06/01/15	Transit Subsidy	65.00	Cash	United States (US)	1.00		65.00

Expense Sub-Totals

Transit Subsidy 195.00

CalATERS-Global Expense Summary

REPORT INFORMATION

Name Terrence J McGuire
Expense Dates 04/24/15-05/03/15
Form ID NCI000758388
Approver Thomas J Yowell
Start Date/Time 04/24/15 / 1058
End Date/Time 05/03/15 / 1400
Trip Location Beverly Hills, CA
Purpose of Trip conference
Authorization #/ Trip # /

REPORT TOTALS

Report Total 409.75 USD
Department Paid 0.00 USD
Advance Schedule Amount 0.00 USD
Amount Due Employee 409.75 USD

**** Charges are in USD unless otherwise noted**

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
04/24/15	Taxi Fare	50.00	Cash	United States (US)	1.00		50.00
04/24/15	Airfare - Commercial	72.10	Cash	United States (US)	1.00		72.10
04/26/15	Auto/Car Rental	30.00	Cash	United States (US)	1.00		30.00
04/26/15	Dinner	23.00	Cash	United States (US)	1.00		23.00
04/26/15	Parking, Auto	18.00	Cash	United States (US)	1.00		18.00
04/27/15	Auto/Car Rental	30.00	Cash	United States (US)	1.00		30.00
04/27/15	Parking, Auto	18.00	Cash	United States (US)	1.00		18.00
04/28/15	Auto/Car Rental	30.00	Cash	United States (US)	1.00		30.00
04/28/15	Dinner	23.00	Cash	United States (US)	1.00		23.00
04/28/15	Parking, Auto	18.00	Cash	United States (US)	1.00		18.00
05/03/15	Airfare - Commercial	77.00	Cash	United States (US)	1.00		77.00
05/03/15	Taxi Fare	12.00	Cash	United States (US)	1.00		12.00
05/03/15	Rapid Transit	8.65	Cash	United States (US)	1.00		8.65

Expense Sub-Totals

Auto/Car Rental 90.00
Airfare - Commercial 149.10
Dinner 46.00
Parking, Auto 54.00
Rapid Transit 8.65
Taxi Fare 62.00

Review Items - Exceptions and Questions

Text	Response	Policy
Was prior approval granted for your attendance at the conference/convention?	Yes	5:3b

Receipt and travel itinerary required for this expense item.

ER Department
Policy #1

CalATERS-Global Expense Summary

Please provide a reason why a contracted agency was not used for the Auto/Car Rental expense on 04/26/15.

Cost meets allowance

103:95

Please provide a reason why a contracted agency was not used for the Auto/Car Rental expense on 04/27/15.

Cost meets allowance

103:95

Please provide a reason why a contracted agency was not used for the Auto/Car Rental expense on 04/28/15.

Cost meets allowance

103:95

Receipt and travel itinerary required for this expense item.

ER Department
Policy #1