

CalATERS-Global Expense Summary

REPORT INFORMATION

Name	Karen Greene Ross
Expense Dates	03/08/18-03/09/18
Form ID	NCI002017787
Approver	Thomas J Yowell
Start Date/Time	03/08/18 / 1050
End Date/Time	03/09/18 / 2125
Trip Location	Santa Monica, CA
Purpose of Trip	
Authorization #/ Trip #	/

REPORT TOTALS

Report Total	657.63 USD
Department Paid	268.17 USD
Advance Schedule Amount	0.00 USD
Amount Due Employee	389.46 USD

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

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
03/08/18	Lodging	207.07	Cash	United States (US)	1.00		207.07
03/08/18	Personal Auto Mileage	5.61	Cash	United States (US)	1.00		5.61
03/08/18	Taxi Fare	42.03	Cash	United States (US)	1.00		42.03
03/08/18	Dinner	23.00	Cash	United States (US)	1.00		23.00
03/08/18	Airfare - Commercial	268.17	Department Paid	United States (US)	1.00		268.17
03/09/18	Personal Auto Mileage	8.34	Cash	United States (US)	1.00		8.34
03/09/18	Lyft-Transportation Network Co.	21.41	Cash	United States (US)	1.00		21.41
03/09/18	Parking, Auto	36.00	Cash	United States (US)	1.00		36.00
03/09/18	Breakfast	7.00	Cash	United States (US)	1.00		7.00
03/09/18	Lunch	11.00	Cash	United States (US)	1.00		11.00
03/09/18	Dinner	23.00	Cash	United States (US)	1.00		23.00
03/09/18	Incidentals	5.00	Cash	United States (US)	1.00		5.00

Expense Sub-Totals

Breakfast	7.00
Airfare - Commercial	268.17
Dinner	46.00
Incidentals	5.00
Lodging	207.07
Lunch	11.00
Parking, Auto	36.00
Taxi Fare	42.03
Personal Auto Mileage	13.95
Lyft-Transportation Network Co.	21.41

Review Items - Exceptions and Questions

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

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Approvers should verify lodging was obtained in a designated high cost county

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