

CalATERS-Global Expense Summary

REPORT INFORMATION

Name	Anne E Baker
Expense Dates	12/03/18-12/03/18
Form ID	TEA002406925
Approver	Jan A Ross
Start Date/Time	12/03/18 / 0705
End Date/Time	12/03/18 / 2115
Trip Location	San Diego, CA
Purpose of Trip	December State Lands Commission Meeting
Authorization #/ Trip #	/

REPORT TOTALS

Report Total	230.10 USD
Department Paid	230.10 USD
Advance Schedule Amount	0.00 USD
Amount Due Employee	0.00 USD

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

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
12/03/18	Airfare - Commercial	145.71	Department Paid	United States (US)	1.00		145.71
12/03/18	Airfare - Commercial	84.39	Department Paid	United States (US)	1.00		84.39

Expense Sub-Totals

Airfare - Commercial 230.10

CalATERS-Global Expense Summary

REPORT INFORMATION

Name	Anne E Baker
Expense Dates	12/12/18-12/14/18
Form ID	TEA002420824
Approver	Jan A Ross
Start Date/Time	12/12/18 / 0955
End Date/Time	12/14/18 / 1920
Trip Location	Newport Beach, CA
Purpose of Trip	Coastal Commission December Meetings
Authorization #/ Trip #	/

REPORT TOTALS

Report Total	1148.89 USD
Department Paid	654.49 USD
Advance Schedule Amount	0.00 USD
Amount Due Employee	494.40 USD

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

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
12/12/18	Airfare - Commercial	249.93	Department Paid	United States (US)	1.00		249.93
12/12/18	Lodging	164.20	Cash	United States (US)	1.00		164.20
12/12/18	Taxi Fare	10.00	Cash	United States (US)	1.00		10.00
12/12/18	Lunch	11.00	Cash	United States (US)	1.00		11.00
12/12/18	Dinner	23.00	Cash	United States (US)	1.00		23.00
12/13/18	Lodging	164.20	Cash	United States (US)	1.00		164.20
12/13/18	Taxi Fare	10.00	Cash	United States (US)	1.00		10.00
12/13/18	Taxi Fare	10.00	Cash	United States (US)	1.00		10.00
12/13/18	Breakfast	7.00	Cash	United States (US)	1.00		7.00
12/13/18	Lunch	11.00	Cash	United States (US)	1.00		11.00
12/13/18	Dinner	23.00	Cash	United States (US)	1.00		23.00
12/14/18	Airfare - Commercial	404.56	Department Paid	United States (US)	1.00		404.56
12/14/18	Taxi Fare	10.00	Cash	United States (US)	1.00		10.00
12/14/18	Taxi Fare	10.00	Cash	United States (US)	1.00		10.00
12/14/18	Breakfast	7.00	Cash	United States (US)	1.00		7.00
12/14/18	Lunch	11.00	Cash	United States (US)	1.00		11.00
12/14/18	Dinner	23.00	Cash	United States (US)	1.00		23.00

Expense Sub-Totals

Breakfast	14.00
Airfare - Commercial	654.49
Dinner	69.00
Lodging	328.40
Lunch	33.00
Taxi Fare	50.00

Review Items - Exceptions and Questions

Text	Response	Policy
Approvers should verify lodging was obtained in a designated high cost county		46new

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A receipt is required for the Taxi Fare expense on 12/12/18. 92:97

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