

CalATERS-Global Expense Summary

REPORT INFORMATION

Name	Nicole D Winger
Expense Dates	12/03/18-12/04/18
Form ID	TEA002426428
Approver	Jan A Ross
Start Date/Time	12/03/18 / 1700
End Date/Time	12/04/18 / 1730
Trip Location	Redwood City, CA
Purpose of Trip	Meeting with Controller and OpenGov staff
Authorization #/ Trip #	/

REPORT TOTALS

Report Total	373.22 USD
Department Paid	0.00 USD
Advance Schedule Amount	0.00 USD
Amount Due Employee	373.22 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	Lodging	174.85	Cash	United States (US)	1.00		174.85
12/03/18	Dinner	23.00	Cash	United States (US)	1.00		23.00
12/03/18	Parking, Auto	30.00	Cash	United States (US)	1.00		30.00
12/03/18	Personal Auto Mileage	54.50	Cash	United States (US)	1.00		54.50
12/03/18	Bridge Tolls	6.00	Cash	United States (US)	1.00		6.00
12/04/18	Breakfast	7.00	Cash	United States (US)	1.00		7.00
12/04/18	Personal Auto Mileage	6.38	Cash	United States (US)	1.00		6.38
12/04/18	Personal Auto Mileage	66.49	Cash	United States (US)	1.00		66.49
12/04/18	Bridge Tolls	5.00	Cash	United States (US)	1.00		5.00

Expense Sub-Totals

Breakfast	7.00
Bridge Tolls	11.00
Dinner	23.00
Lodging	174.85
Parking, Auto	30.00
Personal Auto Mileage	127.37

Review Items - Exceptions and Questions

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