

City of Oakland PURCHASE CARD TRANSACTION LOG

DATE: 12/10/14

Cardholder Name: **Bryan Sastokas**

PRINT NAME

November 2014

Transaction Period (Month / Year)

TO

November 2014

Transaction Period (Month / Year)

Agency / Department:

ITD

I HEREBY CERTIFY THAT THE ARTICLES OR SERVICES DESCRIBED BY THE RECEIPT(S) OR INVOICE(S) ATTACHED AND LISTED BELOW WERE NECESSARY FOR USE BY THIS AGENCY / DEPARTMENT AND HAVE BEEN DELIVERED OR PERFORMED AND THAT NO PRIOR CLAIM HAS BEEN PRESENTED FOR SAID ARTICLES OR SERVICES:

Signature: *Bryan Sastokas* Date: 12.9.14
 CARDHOLDER'S SIGNATURE AND DATE
 PHONE NUMBER (REQUIRED): 510 238-2930
 AUTHORIZATION SIGNATURE AND DATE: *[Signature]* Date: 12/15/14

#	Transaction Date	Vendor Name	Transaction Description	Total Transaction	Sales Tax Paid Yes or No	Sales Tax Owed Yes or No
1	10/31/2014	American Airlines	Flight change to attend Finance Committee Meeting - SFO to JAX	308.00	No	No
2	11/07/2014	US Airways	Cost to Check-in Bag (SFO to JAX)	25.00	No	No
3	11/11/2014	American Airlines	Cost to Check-in Bag (JAX to SFO)	25.00	No	No
4	11/11/2014	American Airlines	Airline Check-in and Seat	15.00	No	No
5	11/11/2014	Omni Hotels & Resorts	Hotel on Amelia Island	501.78	Yes	No
6	11/11/2014	Omni Hotels & Resorts	Transfer from Jacksonville Airport to Hotel	60.00	No	No
7	11/13/2014	US Airways	Roundtrip flight from San Francisco to Austin	431.20	Yes	No
8	11/18/2014	US Airways	Cost to Check-in Bag (SFO to AUS)	25.00	No	No
9	11/21/2014	US Airways	Cost to Check-in Bag (AUS to SFO)	25.00	No	No
10	11/19/2014	Lone Star Court	Hotel in Austin, Texas	397.90	Yes	No
11						
12						
13						
14						
15						

Document Total

1,813.88

DETAILED DESCRIPTION

Audited By: (Finance and Management Agency)

FMA 02/07

12/10 = Submitted

City of Oakland PURCHASE CARD TRANSACTION LOG

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Bryan Sastokas Date 12.9.14

PHONE NUMBER (REQUIRED)
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AUTHORIZATION SIGNATURE AND DATE
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11						
12						
13						
14						
15						

Document Total

1,813.88

DETAILED DESCRIPTION

Audited By: (Finance and Management Agency)



JPMORGAN CHASE BANK NA
PO BOX 15918
MAIL SUITE DE1-1404
WILMINGTON DE 19850

MEMO STATEMENT
THIS IS NOT A BILL

ACCOUNT NUMBER [REDACTED]

STATEMENT DATE 11-28-14

NET CHARGES \$1,813.88

BRYAN M SASTOKAS
CITY OF OAKLAND
DEPT. OF INFORMATION TECHNOLOGY
150 FRANK H. OGAWA PLAZA, SUITE 82111
OAKLAND CA 94612-2007

**T0004996

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAYMENT.

NAME: BRYAN M SASTOKAS

CYCLE LIMIT: \$5,000

ACCOUNTING CODE:

CARDHOLDER ACTIVITY				
Travel Activity				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-07	10-31	55417344310873102875505	AMERICAN 00175046203780 BELLEVUE WA SASTOKAS/BRYAN DEPARTURE: 11-08-14 P.O.S.: SALES TAX: \$0.00 SFO US N CLT US N JAX AA N DFW AA N SFO	308.00
11-10	11-07	55499674312642000099065	USAIRWAY 03723796048254 800-428-4322 AZ SASTOKAS/BRYAN DEPARTURE: 11-07-14 P.O.S.: SALES TAX: \$0.00 EBC US Y FEE	25.00
11-13	11-11	55417344316873163279559	AMERICAN 00102754856040 JACKSONVILLE FL SASTOKAS/BRYAN DEPARTURE: 11-11-14 P.O.S.: SALES TAX: \$0.00 XAA AA X XAE	25.00

FOR CUSTOMER SERVICE CALL: 1-800-316-6056 FOR LOST/STOLEN CARDS CALL: 1-800-316-6056 FOR TTY/TDD SERVICE CALL: 1-800-955-8060	ACCOUNT NUMBER	ACCOUNT SUMMARY	
	STATEMENT DATE: 11/28/14	PURCHASES & OTHER CHARGES	1,813.88
SEND BILLING INQUIRIES TO: JPMORGAN CHASE BANK NA COMMERCIAL CARD SOLUTIONS P.O. BOX 2015 MAIL SUITE IL1-6225 ELGIN, IL 60121		CASH ADVANCES	.00
		CREDITS	.00
		CASH ADVANCE FEE	.00
		NET CHARGES	\$1,813.88
		DISPUTE AMOUNT	.00

BRYAN M SASTOKAS
CITY OF OAKLAND
DEPT. OF INFORMATION TECHNOLOGY
150 FRANK H. OGAWA PLAZA, SUITE 82111
OAKLAND CA 94612-2007

ACCOUNT NUMBER

STATEMENT DATE: 11/28/14

CARDHOLDER ACTIVITY				
Travel Activity				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-13	11-11	55417344316873163775937	AMERICAN 00106569447480 DALLAS TX SASTOKAS/BRYAN DEPARTURE: 11-11-14 P.O.S.: SALES TAX: \$0.00 XAA AA X XAA	15.00
11-13	11-11	55432864317000319062146	OMNI AIP RESORT 904-261-6161 FL 152179 ARRIVAL: 11-08-14	501.78
11-13	11-11	55432864317000319062153	OMNI AIP RESORT 904-261-6161 FL 152179 ARRIVAL: 11-08-14	60.00
11-17	11-13	55499674318246900407842	USAIRWAY 03775539525483 BELLEVUE WA SASTOKAS/BRYAN M DEPARTURE: 11-19-14 P.O.S.: SALES TAX: \$0.00 SFO US S PHX US S AUS US N PHX US N SFO	431.20
11-20	11-18	55499674323642000119696	USAIRWAY 03723808764966 800-428-4322 AZ SASTOKAS/BRYAN DEPARTURE: 11-18-14 P.O.S.: SALES TAX: \$0.00 EBC US Y FEE	25.00
11-24	11-21	55499674326642000137836	USAIRWAY 03723812254002 800-428-4322 AZ SASTOKAS/BRYAN DEPARTURE: 11-21-14 P.O.S.: SALES TAX: \$0.00 EBC US Y FEE	25.00
11-24	11-19	85353544327700170804613	LONE STAR COURT AUSTIN TX	397.90
Total Travel Activity				1,813.88

Requested Email: Flight Billing and Refunds - Itin: 18815698606

travel@customercafe.expedia.com

To: Valerie Moore

Dear Valerie,

Thank you for contacting Expedia.com to exchange your ticket with American Airlines. The email serves as your receipt for your recent exchange.

For additional questions or concerns, please call the Expedia Customer Service Team at 1-800-357-6677.

Thank you for choosing Expedia.

Expedia Customer Service Team

Exchange Receipt

Expedia Itinerary number: 18215698606

Date of exchange: October 31, 2016

Passenger(s) exchanged: Bryan Sanchez

Airline change fee: \$200.00 per passenger

Original ticket cost: \$607.70 per passenger

New ticket cost: \$515.70 per passenger

Refund amount in face cost: \$14.00 per passenger

Total amount charged by American Airlines: \$515.00

Cash credit: MasterCard ending in 1899, expiring August 2016

This is an automated email from Expedia. If you have further questions, please contact Expedia Customer Service at 1-800-357-6677 or 1-404-726-8787 and reference Customer Case ID: 9-8759705. You can also visit the Expedia.com "Customer Support" page (<http://www.expedia.com/daily/retailer/default.asp>) for more customer service information.

Thank you for choosing Expedia.
Expedia Customer Service

Here's your receipt

Thanks for saving time and checking in online.
Please print this receipt or save the email for your records.



Scan at any US Airways kiosk to check in

Next stop: the airport. See terminal information and [find your way](#).

Confirmation code: **ER7FK4**

Bags

1st bag

2nd bag

San Francisco, CA to Jacksonville, FL

1 x \$25.00

\$25.00

Bags total

\$25.00 USD

→ Charged to **BRYAN M SASTOKAS**
***** (MasterCard)

You paid **\$25.00 USD**



Your flight

Depart: **San Francisco, CA (SFO)** **Jacksonville, FL (JAX)**

Date: Saturday, November 08, 2014

Flight #/Carrier	Depart	Arrive	Travel time	Meal	Aircraft	Cabin	Seats
748	7:16 AM SFO	3:07 PM CLT	4h 52m	Marketplace™	A321	Coach (N)	32C
Operated by US Airways							
Stop: Change planes (CLT)							
2032	3:59 PM CLT	5:14 PM JAX	1h 15m	None	A319	Coach (N)	15D
Operated by US Airways							



Terms & conditions

- Baggage charges are non-refundable.
- Baggage fees apply to travel on US Airways and US Airways Express flights.
- Once you complete your purchase, you will have to pay for any additional checked bags at the airport.
- There is an additional \$2 fee for curbside check-in at the airport.
- For more information, please read our [baggage policies](#). If one or more of your flights is on a [partner airline](#), the bag fees of the partner airline may apply and you may be eligible for a partial refund. Please visit [usairways.com/partnerbagfees](#).
- If US Airways cancels your flight or you are denied boarding on an oversold flight, and if therefore you are unable to use the baggage fee for which you have already paid, US Airways will refund the unused baggage fee. If you have any questions about the refund of your unused baggage fee, please contact a US Airways customer service agent at the airport or call our Reservations Center at 800-428-4322.



PASSENGER AND BAGGAGE CHECK IN

ISSUED BY **American Airlines** 

PASSENGER RECEIPT 1

DATE OF ISSUE **11 NOV 14** ISSUING OFFICE CODE **10105104** ISI
ISS AGENT ID **JAX CS3** FARE BASIS **/AA.COM** TOUR CODE

0 American Airlines
REFUNDABLE ONLY WITH
US RELATED FLIGHT CPN
NAME OF PASSENGER
RETAIN THIS RECEIPT
6 TC THROUGHOUT YOUR
JOURNEY

NAME OF PASSENGER (NOT TRANSFERABLE)
SASTOKAS / BRYAN M
FROM
****NOT VALID FOR****
TO
****TRANSPORTATION*** REVALIDATION

PSGR TICKET 0017504620378

JAXDFW-AA DFWSFO-AA
01 UPT050LB 23KG AND62LI 158LCM

25.00 0GO 1-1

PNR CODE PNR CODE
YBCZAA/

FOR CONDITIONS OF
CONTRACT SEE
CARRIER FLIGHT CLASS DATE TIME
PASSENGER TICKET AND
REVALIDATION
BAGGAGE CHECK
DATE BOARDING TIME SEAT

NOT VALID FOR TRAVEL

USD 25.00
NA
NA
NA
USD 25.00

FP IKXXXXXXXXXXXX4993 013353

0 001 0275485604 6

AmericanAirlines®

RECORD LOCATOR/AA CONFIRMATION : YBCZAA

Get your boarding pass
faster! Scan this barcode at
any American Airlines Self-
Service Machine.

Thank you for choosing American Airlines, American Eagle and AmericanConnection, members of the oneworld Alliance.

If your flight is operated by another carrier, please check in with that carrier per their guidelines.

Check-in times will vary depending on your departure or destination city. In order to determine the time you need to check in at the airport, visit our Suggested Arrival Times page at www.aa.com/arrivaltimes.

If you have a U.S. DOMESTIC E-TICKET, check in for your flight using Flight Check-In at AA.com between 1 and 24 hours prior to flight time. Use the E-TICKET confirmation/record locator above to select or change your seat and obtain a boarding pass. On day of departure, you will be required to present a government-issued photo-ID at the airport.

As a security measure, if this ticket was purchased using a credit card with billing address in Latin America or the Caribbean (except Puerto Rico and U.S. Virgin Islands), the credit card holder must be present at time of check-in to verify identification and sign a credit card voucher. For your convenience, the credit card holder can present the credit card and provide this signature prior to departure date at any AA ticketing office in Latin America and the Caribbean.

See the ENDORSEMENT line below for key fare rules pertaining to your ticket, if applicable.

If you have begun travel, your online receipt record may only indicate portions of your trip which have not been flown.



Dallas/ Fort Worth to San Francisco

1 Adult

Tuesday November 11, 2014

Total Paid:

\$530.70 USD

AA Record Locator

YBCZAA

Reservation Name

JAX/DFW

Your record locator is your reservation confirmation number and will be needed to retrieve or reference your reservation.

Status: Ticketed Oct 31, 2014

Flight	Depart	Arrive
American Airlines 1105 	Dallas/ Fort Worth (DFW) November 11, 2014 09:30 PM Departed Scheduled Time: 09:30 PM Estimated Time: 09:30 PM Actual Time: 09:30 PM Terminal : D Gate : D25 Travel Time : 3 h 50 m Cabin Class : Economy Seat : 22D	San Francisco (SFO) November 11, 2014 11:20 PM Arrived at the gate Scheduled Time: 11:20 PM Estimated Time: 11:09 PM Actual Time: 11:09 PM Terminal : 2 Gate : 57 Baggage Area : 1 Booking Code : N Plane Type : 738

Fare Amount

Adult
1 × \$439.06 USD \$439.06 USD

Trip Options

Group 1 Boarding \$15.00 USD

Taxes & Carrier-Imposed Fees

Taxes \$76.64 USD

Carrier-Imposed Fees \$0.00 USD

Flight Subtotal

\$530.70 USD

Receipt

PASSENGER	TICKET NUMBER	FREQUENT FLYER NUMBER	FARE	Tax/Fee/Charge	TICKET TOTAL
SASTOKAS, BRYAN M	0017504620378				
Payment Type:				Total	

Fare Includes -

Endorsements/Restrictions -

NONREF/SVCCHGPLUSFAREDIF/CXLBY FLT TIME OR NOVALUE

Note - If your ticket involves travel outside the U.S., Canada, U.S. Virgin Islands or Puerto Rico and has been reissued for any reason, the total amount above may not include all taxes. Please check with American Airlines Reservations at 1-800-433-7300 for the correct total.

TERMS AND CONDITIONS

A summary of Terms and Conditions applicable to your travel is available on ticket jackets, which are available at any American Airlines ticket office or at www.aa.com/conditionsofcarriage.

You may have purchased a "Special Fare" and certain restrictions apply. Some fares are non-refundable. If the fare allows changes, a charge may be assessed for the change.

If you have questions regarding our refund policy, please visit www.aa.com/refunds.

CHECKING IN

On day of departure, you will be required to present a government-issued photo identification at the airport. Check-in times will vary depending on your departure or destination city. If your flight is operated by another carrier, please check in with that carrier per their guidelines. In order to determine the time you need to check in at the airport, visit our Suggested Arrival Times page at www.aa.com/arrivaltimes.

Check in for your flight using Flight Check-In (www.aa.com/checkin) at AA.com between 1 and 24 hours prior to flight time if you have a U.S. domestic e-ticket. You may also use the Self Service Check-In machine (www.aa.com/selfservice) at the airport on your day of departure. Use the e-ticket confirmation/record locator above to select or change your seat and obtain a boarding pass.

TRAVELING INTERNATIONALLY

If you are traveling internationally, please ensure that you have all necessary travel documents for the countries you are visiting. Visit the International Travel section at www.aa.com/intl for more information and helpful links.

BAGGAGE INFORMATION

To enhance security, FAA requirements mandate that customers are allowed one carry-on bag plus one personal item onboard. To learn more about current carry-on baggage allowances including checked bag policies and applicable charges, please visit www.aa.com/baggageinfo.

HAZARDOUS ITEMS

Many common items can be hazardous when transported by air and are prohibited. Please refer to the Restricted Items page at www.aa.com/restricteditems for more information.

SPECIAL ASSISTANCE

If you need special assistance due to a disability, or have children or pets traveling, visit the Special Assistance section www.aa.com/assistance before you travel.

FLIGHT STATUS

Please check your departure/arrival gate information prior to arriving at the airport. This information can be found at www.aa.com/gates.

RESERVATIONS ASSISTANCE

Should you need to change your reservation, please call 1-800-433-7300 and refer to the above record locator.

AADVANTAGE INFORMATION

AAdvantage members may call our toll free number 1-800-882-8880 for assistance, or visit www.aa.com. Also on AA.com, you can book the most popular AAdvantage travel awards at our Redeem Miles section www.aa.com/redeemmiles.

AA.COM

Visit www.aa.com/emails, which allows you to opt-in to receive American Airlines email products, offering the latest news and information, as well as exclusive offers.

OMNI HOTELS & RESORTS

amelia island plantation

Mr Bryan Sastokas

1348 CARLYLE TERRACE
ALAYETTE CA 94949
United States

Room No. : 4355
Arrival : 11-08-14
Departure : 11-11-14
Page No. : 1 of 1
Folio No. : 115946
Conf. No. : 509807
Cashier No. : 4267

INVOICE

Membership No. : SG
A/R Number :
Group Code : 110514CENTERFOR
Company Name :

11-11-14

Date	Description	Charges	Payments
11-08-14	Deposit Transfer		220.89
11-08-14	Transportation Airport Transfers	60.00	
	Trans (from Airport		
11-08-14	Room Charge	199.00	
11-08-14	7% State Occupancy Tax	13.93	
11-08-14	4% County Occupancy Tax	7.96	
11-09-14	Room Charge	199.00	
11-09-14	7% State Occupancy Tax	13.93	
11-09-14	4% County Occupancy Tax	7.96	
11-10-14	Room Charge	199.00	
11-10-14	7% State Occupancy Tax	13.93	
11-10-14	4% County Occupancy Tax	7.96	
11-11-14	MasterCard		501.78
	XXXXXXXXXXXX XX/XX		
Total		722.67	722.67
Balance			0.00



Receipt for Austin

Nov 19, 2014 - Nov 22, 2014 Itinerary # 190804611354

Booked Items

Flight: San Francisco (SFO) to Austin (AUS)

Depart: 11/19/2014 | Return: 11/22/2014 , 1 round trip ticket

Traveler Information

Bryan M Sastokas - Adult

Ticket # 0377553952548

Cost Summary

Booked Date: Nov 13, 2014

Traveler 1: Adult	\$431.20
Flight	\$359.07
Taxes & Fees	\$72.13
Expedia Booking Fee	\$0.00

Total: **\$431.20**

Paid: **\$431.20**

[MasterCard 

All prices quoted in US dollars.



[Close](#)

Confirmation code: **FK2Q4V**

Original date issued: Thursday, November 13, 2014



Scan at any US Airways kiosk

Your receipt

Next stop: the airport. See terminal information and [find your way](#).

DEPART

SFO AUS San Francisco, CA to Austin, TX
Wednesday, November 19, 2014

FLIGHT # 610 Operated by US Airways

DEPART 6:00 AM **SFO** Terminal 1
ARRIVE 8:54 AM **PHX** Terminal 4
TRAVEL TIME 1h 54m

AIRCRAFT A321
CABIN Coach ()
MEAL None

SEATS 20D

Stop: Change plane, Phoenix, AZ (PHX)

FLIGHT # 2074 Operated by US Airways

DEPART 9:50 AM **PHX** Terminal 4
ARRIVE 1:09 PM **AUS**
TRAVEL TIME 2h 19m

AIRCRAFT A319
CABIN Coach ()
MEAL None

SEATS 16E

Cost summary

Please print this receipt for your records now.

Bags

San Francisco, CA to Austin, TX

	1st bag	2nd bag
San Francisco, CA to Austin, TX	1 x \$25	\$25.00
Bags total		\$25.00

Charged to Bryan M Sastokas
***** (MasterCard)

You paid \$25.00

Terms & conditions

- Baggage charges are non-refundable.
- Baggage fees apply to travel on US Airways and US Airways Express flights.
- Once you complete your purchase, you will have to pay for any additional checked bags at the airport.
- There is an additional \$2 fee for curbside check-in at the airport.

Log in | Join Dividend Miles

Book travel

Travel tools

Dividend Miles

Specials

Contact US

1 Your flight

2 Seats

3 Extras

4 **Your receipt**

5 Print boarding passes

Your receipt

i Next stop: the airport. See terminal information and [find your way](#).

Confirmation code

FK2Q4V  US Airways

[Get boarding passes](#)

DEPART

AUS SFO Austin, TX to San Francisco, CA
Saturday, November 22, 2014

Toolbox

[Download to Outlook](#)

[Your receipt](#)

[Change seats](#)

Cost summary

Bag

Austin, TX to San Francisco, CA

1st bag

2nd bag

1 x \$25

\$25.00

Bags total

\$25.00

Charged to Bryan M Sastokas
***** (MasterCard)

You paid \$25.00

Terms & conditions

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- Baggage fees apply to travel on US Airways and US Airways Express flights.
- Once you complete your purchase, you will have to pay for any additional checked bags at the airport.
- There is an additional \$2 fee for curbside check-in at the airport.
- For more information, please read our [baggage policies](#). If one or more of your flights is on a [partner airline](#), the bag fees of the partner airline may apply and you may be eligible for a partial refund. Please visit [usairways.com/partnerbagfees](#).
- If US Airways cancels your flight or you are denied boarding on an oversold flight, and if therefore you are unable to use the baggage fee for which you have already paid, US Airways will refund the unused baggage fee. If you have any questions about the refund of your unused baggage fee, please contact a US Airways customer service agent at the airport or call our Reservations Center at 800-428-4322.



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10901 Domain Drive
Austin, Texas 78758
Reservations: 1-866-842-0100
Telephone: 512-836-3030
www.lonestarcourt.com

Bryan Sastokas
United States

Room No. : D104
Arrival : 11-19-14
Departure : 11-22-14
Page No. : 1 of 1
Folio No. : 16735
Conf. No. : 2326178
Cashier No. : 442
Custom Ref. :

INVOICE

Company Name:
Group Name:

Date	Description	Charges	Credits
11-19-14	Room Charge	173.00	
11-19-14	City Tax (9.00%)	15.57	
11-19-14	State Tax (6.00%)	10.38	
11-20-14	Room Charge	173.00	
11-20-14	City Tax (9.00%)	15.57	
11-20-14	State Tax (6.00%)	10.38	
11-22-14	Mastercard XXXXXXXXXXXX [REDACTED] XX/XX		397.90
Total Charges		397.90	
Total Credits			397.90
Balance			0.00

Signature: _____

Merchant ID
Transaction ID 2077868
Approval Code 031771
Approval Amount 397.90

Credit Card # XXXXXXXXXXXX [REDACTED]
Credit Card Expiry XX/XX
Capture Method Swiped
Transaction Amount 397.90

The City of Austin requires that an additional tax of two percent (2%) be imposed on each hotel charge for the purpose of funding a venue project.

City of Oakland
TRAVEL EXPENSE VOUCHER

FOR ACCOUNTING USE ONLY

Period	Batch #	Type	Item

1. Employee Name Bryan M Sastokas		2. Position Title Chief Information Officer		3. Vendor Number 2014001726	
4. Department Information Technology Department		5. Travel Destination Ameila Island, FL		6. No. of Work Days 2	
7. Funding Source: <input type="checkbox"/> Budgeted <input type="checkbox"/> Funds Available <input type="checkbox"/> Other		8. Departure Date November 8, 2014		9. Return Date November 11, 2014	
10. Purpose of Travel To attend the Re:public and CIO Leadership Group Meeting					
11. If City Vehicle Used: Vehicle Number _____ Model _____ Odometer Reading _____ Start _____ End _____ Miles _____			12. If Private Vehicle Used: License No. _____ Model _____ Vehicle Approved for City Yes <input type="checkbox"/> No <input type="checkbox"/>		

TRAVEL EXPENSE CLAIM

13. Day of Week/Date	Sat. 11/8	Sun. 11/9	Mon. 11/10	Tues. 11/11					TOTALS
----------------------	-----------	-----------	------------	-------------	--	--	--	--	--------

TRANSPORTATION EXPENSE

14. Airplane	\$ 357.85				\$ 357.85				\$ 715.70
15. City Car Expense									
16. Private Car Expense									
17. Local Transportation	\$ 60.00								\$ 60.00
18. Parking									
19. Tolls									

REGISTRATION

20. Registration									
21. Special Fees									


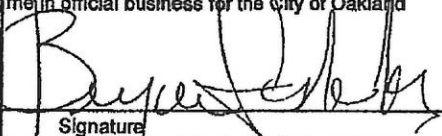
SUBSISTENCE EXPENSE (Per Diem)

22. Full Per Diem									
23. Adj. to Per Diem									

MEALS (Per Diem)

24. Breakfast	\$ 11.00	\$ 11.00	\$11.00	\$11.00					\$ 44.00
25. Lunch	\$ 16.00	\$ 16.00		\$ 16.00					\$ 48.00
26. Dinner	\$ 29.00	\$ 29.00		\$ 29.00					\$ 87.00
27. Lodging	\$ 220.89	\$ 220.89	\$ 220.89						\$ 662.67
28. Telephone/Telegram									\$ -
29. Baggage Handling	\$25.00			\$25					\$ 50.00
30. Other				\$15					\$ 15.00
TOTALS									\$ 1,682.37

31. Remarks	32. Total Advances & Prepayments	\$ 1,503.37
	33. Balance Due to (From) Claimant	\$ 179.00

35. Claim Approved by Department Head  Date 12/2/14	34. I certify under penalty of perjury that the above is a true statement of costs incurred by me in official business for the City of Oakland  Date 11-25-14
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Fund/SF	Organization	Account	Proj/Grant	Yr	Loc	Task	Dept Specific	Amount	ACCOUNTING USE ONLY
1010	4611	5513	0000000	IP62				\$179.00	Check No.
			0000000	IP62					Date
			0000000	IP62					

Entered by

Date

Accounts Payable

Date



City of Oakland
TRAVEL AUTHORIZATION

Period	Batch #	Type	Item

1. Employee Name Bryan M. Sastokas		2. Date 9/30/2014		3. Vendor Number																																					
4. Department Dept of Information Technology		5. Position Title Chief Information Officer																																							
6. Travel Destination Amelia Island, FL 32034		7. Number of Work Days 3		8. Departure Date 11/8/2014																																					
9. Return Date 11/12/2014																																									
10. Purpose of Travel To Attend the Republic and CIO Leadership Group Meeting in Florida																																									
11. Funding Source <input type="checkbox"/> Budgeted <input type="checkbox"/> Other <input checked="" type="checkbox"/> Funds Available		12. Total Cost Estimate \$ 1,900		13. Name of Employee in Charge If Requestor is Department Head																																					
14. Transportation <input type="checkbox"/> Use of City vehicle requested: <input type="checkbox"/> Advance Payment <input type="checkbox"/> Reimbursement Estimated round-trip miles Estimated out-of-pocket costs \$ <input type="checkbox"/> Use of private vehicle requested: <input type="checkbox"/> Advance Payment <input type="checkbox"/> Reimbursement Estimated round-trip miles Equivalent common carrier rate Authorization Number <input type="checkbox"/> Use of rental vehicle requested <input type="checkbox"/> Upon invoice from travel agent or common carrier, prepare check in amount of \$ Airline=\$500 & Transp=\$120 Payable to: For:																																									
15. Registration or Special Fees Fees for above event \$ <input type="checkbox"/> Fee will be paid by employee for later reimbursement Fees include: Dates: <input type="checkbox"/> City will be billed Breakfast <input type="checkbox"/> Fee to be paid in advance \$ Lunch Make check payable to Dinner and Mail check to: Lodging \$1,040																																									
16. Subsistence <input type="checkbox"/> Subsistence will be paid by employee for later reimbursement. Est. cost \$ <input type="checkbox"/> Advance requested for itemized expenditures. Estimated cost \$ <input type="checkbox"/> Advance per diem requested - provided check to employee in amount of \$ Full per diem rate for days @ /day =\$ 224 157 213 Travel per diem rates days @ /day =\$ Less: Expenses included in registration fee = \$																																									
17. Department Head Review <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Signature Date		18. Department Remarks <div>FOR ACCOUNTING USE ONLY Check No. Date Amount \$</div>																																							
19. City Manager Review (If overnight accommodations required) <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved Signature <i>[Signature]</i> Date 10/10/14		20. City Manager Remarks <div>44-1114 CITY OF OAKLAND</div>																																							
<table border="1"><thead><tr><th>Sub Item</th><th>Amount</th><th>Fund</th><th>Organization</th><th>Account</th><th>Fed/Gr/Int/Pr</th><th>Loc</th><th>Task</th><th>Dep Specific</th></tr></thead><tbody><tr><td></td><td></td><td>1010</td><td>46111</td><td></td><td>0</td><td>IP62</td><td></td><td></td></tr><tr><td></td><td></td><td>1010</td><td>46111</td><td></td><td>0</td><td>IP62</td><td></td><td></td></tr><tr><td></td><td></td><td>1010</td><td>46111</td><td></td><td>0</td><td>IP62</td><td></td><td></td></tr></tbody></table>						Sub Item	Amount	Fund	Organization	Account	Fed/Gr/Int/Pr	Loc	Task	Dep Specific			1010	46111		0	IP62					1010	46111		0	IP62					1010	46111		0	IP62		
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