



CITY OF OAKLAND

TRAVEL EXPENSE VOUCHER

BLR Posted

FOR ACCOUNTING USE ONLY			
Period	Batch #	Type	Item

1. Employee Name CHUNG PHAN		2. Position Title MICROCOMPUTER SPECIALIST II		3. Vendor Number 130552	
4. Department ITD		5. Travel Destination NEW ORLEANS		6. No. of Work Days 3	
7. Funding Source: <input type="checkbox"/> Budgeted <input type="checkbox"/> Funds Available <input type="checkbox"/> Other		8. Departure Date 08/03/2014		9. Return Date 08/06/2014	
10. Purpose of Travel APCO 2014 Conference					
11. If City Vehicle Used: Vehicle Number _____ Model _____ Odometer Reading _____ Start _____ End _____ Miles 0.00			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	08/03/2014	08/04/2014	08/05/2014						TOTALS
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TRANSPORTATION EXPENSE

14. Airplane	374.00								374.00
15. City Car Expense									0.00
16. Private Car Expense									0.00
17. Local Transportation									0.00
18. Parking									0.00
19. Tolls	35.00	37.50	10.00						82.50

REGISTRATION

20. Registration	545.00								545.00
21. Special Fees									0.00

SUBSISTENCE EXPENSE (Per Diem)

22. Full Per Diem		56.00	56.00	56.00					168.00
23. Adj. to Per Diem									0.00

MEALS (Per Diem)

24. Breakfast - \$11.00									0.00
25. Lunch - \$16.00									0.00
26. Dinner - \$29.00									0.00
27. Lodging	124.93	124.93	124.93						374.79
28. Telephone/Telegram									0.00
29. Baggage Handling									0.00
30. Other									0.00
TOTALS	1,078.93	\$218.43	\$190.93	\$56.00	\$0.00	\$0.00	\$0.00	\$0.00	1,544.29

31. Remarks		32. Total Advances & Prepayments		0	
		33. Balance Due to (From) Claimant		1,544.29	
35. Claim Approved by Department Head <i>Bryan Foster</i> Signature Date 8.25.14		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 <i>[Signature]</i> Signature Date 8/19/2014			

Fund	Organization	Account	Project	Program	Amount	ACCOUNTING USE ONLY
4200	46241	55112 112	000000	1102	374.79	Check No. _____
4200	46241	55114 208	000000	1102	32.50	Date: _____
4200	46241	55212 1638	000000	1102	545.00	
4200	46241	55113 472	000000	1102	168.00	
4200	46241	55114 1135	000000	1102	314.19	

Entered by

Date

Accounts Payable

Date

Refer to AI 120, Travel on City Business

Print

Clear

Save