Notice of Deleted Travel Claim

To: Zena From: Auditor's Office The attached Travel Claim was deleted. Please make the changes indicated below and resubmit in a new batch. Claim not in inkEmployee not on Authorized Driver's ListEmployee signature requiredDestination and/or purpose requiredIncorrect mileage rate for dateIncorrect per diem rate for areaOriginal receipts requiredLink from hotel to event requiredLink from hotel to event with credit card if name is not on receipt (e.g. copy of card with name & all but the last four digits blacked out)Employee 'agrees to lesser amount' requires a statement of agreement and signature on the Travel ClaimRequires CEO approval for Out of County travel OtherNeeds
changes indicated below and resubmit in a new batch. Claim not in ink. Employee not on Authorized Driver's List. Employee signature required. Destination and/or purpose required. Incorrect mileage rate for date Incorrect per diem rate for area Original receipts required. Link from hotel to event required. Employee link to payment with credit card if name is not on receipt (e.g. copy of card with name & all but the last four digits blacked out) Employee 'agrees to lesser amount' requires a statement of agreement and signature on the Travel Claim. Requires CEO approval for Out of County travel
Employee not on Authorized Driver's ListEmployee signature requiredDestination and/or purpose requiredIncorrect mileage rate for dateIncorrect per diem rate for areaOriginal receipts requiredLink from hotel to event requiredEmployee link to payment with credit card if name is not on receipt (e.g. copy of card with name & all but the last four digits blacked out)Employee 'agrees to lesser amount' requires a statement of agreement and signature on the Travel ClaimRequires CEO approval for Out of County travel

Please call 234-6860 if you have any questions. Thank you.

CASSANDRA

MENDOCINO COUNTY TRAVEL REIMBURSEMENT CLAIM AID 2/13/20

Vendor #	1314	
Vendor #	1217	



Vendor #	1917			(COUNTY			Date:	e e	January 21, 2020
CLAIMA	NT:				Name of D	epartment	t:			
Kevin Ba	niley		The state of the s					ocino Cour		
					Remarks:	CDA	A Wi	NTER	WOR	Kshop
				11						
				u g						
	<u>Amount</u>		Ore	g Code			Object Cod	<u>e</u>	<u>I</u> r	nvoice Control #
	\$288.00	11	DA	1		01	6225	3		
EV	PENDITURE AUTHORIZED A	ND ADDDO		·		٥٠				
2000 V	Kevin Bailey #24 Department Head Chief Investigat Title	418 d	VED	true and cor part thereof	rrect and cla	imed accord ore been p	ding to the chaid and that ye after the I	urrent Meno the amount	docino Cou t therein i	ems as therein set out are inty Travel Policy; that no is justly due me; and tha ccrued.
			Transporta	tion			Meals		Misc	
Date	Destination	Miles Pri Car	Amt Pri Car	Fares Pub Trans	Hotel	Brkfst	Lunch	Dinner	Toll Phone	Purpose
01/13/20	Rancho Mirage Ca						17.00	28.00		CDAA Winter Congerenc
			e e		15			8 1		
01/14/20	Rancho Mirage Ca					16.00	17.00	28.00		
01/15/20	Rancho Mirage Ca					16.00	17.00	28.00		
01/16/20	Rancho Mirage Ca					16.00	17.00	20.00		
01/10/20	Rancho Milage Ca	7			,	16.00	17.00	28.00		
						v		,		
				-					60.00	Baggage check fee
				v		2				
			7	1500	AC	COUNTS	PAYABLE		,,	
					TCH No.		938	D	-	
					TRL. No.		763	The state of the s	-	
-					CT. STR.		DA			
	•			#FOOTH SANDLES			8695	53		
i.	· ·									
тс	OTAL ALL COLUMNS	0	0.00	0.00	0.00	48.00	68.00	112.00	60.00	\$288.00

PAID 2/13/20

MENDOCINO COUNTY TRAVEL REIMBURSEMENT CLAIM



Vendor # _4	24209		•		COUNTY			Date:	1/2	3/2020
CLAIMAN	<u>T</u> :	. 1			Name of D	epartment	::			
0 52						,		trict Attor	ney	
David Eys	ster				Remarks:	CDAA Win	iter Worksh	пор		
										** ** ** ** ** ** ** ** ** ** ** ** **
	Amount	1	Org	Code		9	Object Code	<u>e</u>	<u>I</u> r	voice Control #
	\$350.00		. [DA [°]			862253		ar Ber	
EXPE	ENDITURE AUTHORIZE	D AND APPRO	OVED							
EXIL			0120							ms as therein set out a nty Travel Policy; that r
	District Atto			part thereof	has heretor	fore been pa		the amount	therein is	justly due me; and the
00	7 C+			the sume is	presented v		Suiter and	and the state of t		ceruca.
	Title		J			C- 8	Signature of	of Claimant		
		_								
Date	Destination	Miles	ransportat Amt	Fares	Hotel		Meals		Misc Toll	Purpose
		Pri Car	Pri Car	Pub Trans		Brkfst	Lunch	Dinner	Phone	
01/12/20	Rancho Mirage						17.00	28.00		CDAA Winter Worksho
01/13/20	Rancho Mirage		k .	-3		16.00	17.00	28.00		CDAA Winter Worksho
01/13/20	Numerio i iliuge			2		10.00	17.00	20.00		
01/14/20	Rancho Mirage			-		16.00	17.00	28.00	Ŷ	CDAA Winter Worksho
01/15/20	Rancho Mirage		2			16.00	17.00	28.00		CDAA Winter Worksho
01/16/20	Rancho Mirage					16.00	17.00	28.00	4. A	CDAA Winter Worksho
01/17/20	Rancho Mirage		74		3	16.00	17.00	28.00		CDAA Winter Worksho
01/17/20	Karicilo Pili age					16.00	17.00	28.00		CDAA WIIILEI WOLKSHO
				7	ACCO	UNTS PAY				
	2			VENDO	R No	2420	9	and the second of the con-	3	
				BATCH	No	.938		and the second section of the second		
a 1				CNTRL	. No	163	4	evenue.		. ,
				ACCT.	STR	DA	253			
	V			PERSONAL PROPERTY AND ADDRESS OF THE PERSONAL PR		0 400		The state of the s		
			1	-		0.5.50	D DIGI			
				PL	EASE H	OLD FO	R PICK	UP		
тота	L ALL COLUMNS	0	0.00	0.00	0.00	80.00	102.00	168.00	0.00	\$350.00

Paid 2/13/20

MENDOCINO COUNTY TRAVEL REIMBURSEMENT CLAIM

Vendor #_	44039				OUNTY)			Date:		January 23, 2020			
CLAIMAN	<u>T</u> :				Name of Department:								
					District Attorney								
Dale Trigg	9				Remarks:	CDAA Wir	nter Worksl	пор					
	*												
										*			
	Amount	T	<u>Org</u>	Code			Object Cod	<u>e</u>	<u>Ir</u>	nvoice Control #			
	\$300.00		ı	DA	A		862253						
EVAL	CALDITUDE ALITHODIZE	D AND ADDR	21/150										
EXPE	NDITURE AUTHORIZE	ED AND APPRO	JVED							ems as therein set out are			
	District Atto			part thereof	has heretof	ore been p	aid and that	the amount	therein is	inty Travel Policy; that no s justly due me; and that			
	Elected Offi	cial		the same is	presented w	rithin 30 day	s after the	ast item the	reof has a	ccrued.			
	- Queleg	kn				/	2			n v an a s			
	Title						Signature	of Claimant					
T		Т	ransportat	ion			Meals		Misc				
Date	Destination	Miles Pri Car	Amt Pri Car	Fares Pub Trans	Hotel	Brkfst	Lunch	Dinner	Toll Phone	Purpose			
		Firear	Pircai	Fub Italis		DIKISC	Lunch	Diffile					
01/13/20	Rancho Mirage					,	17.00	28.00		CDAA Winter Workshop			
01/14/20	Rancho Mirage		v			16.00	17.00	28.00		CDAA Winter Workshop			
01/14/20	Runeno Pinage					16.00	17.00	26.00		CDAA WIIILEI WORKSHOP			
01/15/20	Rancho Mirage					16.00	17.00	28.00		CDAA Winter Workshop			
01/16/20	Rancho Mirage			20		16.00	17.00	30.00		CDAA Winter Werkshan			
01/10/20	Kancho Piliage					16.00	17.00	28.00		CDAA Winter Workshop			
01/16/20									72.00	PARKING			
		-							11	4 days @ \$15/da			
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					. Almos			PAYABLE					
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		,				TCH No.		437-		* Address			
				8 6		RL. No.	DA	701	andridistrativas vivos parlamentos ser esta app				
					ACC	CT STR.	Standard Compression Company	6,-5	Committee Committee of the Committee of				
	*			8	***************************************	A Principle of the Party of the	862	253	******************				
	_ ^	4 4			i.		-						
ΙΔΤΩΤ	L ALL COLUMNS	0	0.00	0.00	0.00	48.00	68.00	112.00	72.00	\$300.00			

PAID ,2/13/20

MENDOCINO COUNTY TRAVEL REIMBURSEMENT CLAIM

Vendor #	1295	



Date: January 12, 2020

<u>CLAIMANI</u> :		
Andrew Alvarado		
	Î	

Name of Department:

District Attorney

Remarks: P.O.S.T.

MANAGEMENT TRAINING

MANDATORY

<u>Amount</u> \$333.00

Org Code

862253

Invoice Control #

DA

EXPENDITURE AUTHORIZED AND APPROVED

Kevin Bailey epartment Head

Chief Investigator

Title

I certify under the penalty of perjury that the within claim and the items as therein set out are true and correct and claimed according to the current Mendocino County Travel Policy; that no part thereof has heretofore been paid and that the amount therein is justly due me; and that the same is presented within 30 days after the last item thereof has accrued.

			Transporta	tion		Meals			Misc	
Date	Destination	Miles	Amt	Fares	Hotel				Toll	Purpose
		Pri Car	Pri Car	Pub Trans		Brkfst	Lunch	Dinner	Phone	
										P.O.S.T
01/12/20	Folsom, CA							28.00		Management Training
			1			×				
01/13/20	Folsom, CA					16.00	17.00	28.00		4
							550			
01/14/20	Folsom, CA					16.00	17.00	28.00		
01/15/20	Folsom, CA		8			16.00	17.00	28.00		
	2									
01/16/20	Folsom, CA			8		16.00	17.00	28.00		×
	D. C.		×	,						
01/17/20	Folsom, CA					16.00	17.00	28.00		
										5
					*					
<i>y</i>			B, a			12				
	2									
				8		1				
5				ACCOUNT No D P	(A ma) (4 m)					
				ACCOUNT	SPAYABL		- 1	* 113	- Comment	
			VENDOR	Vo	1290	-	an anti-maryana			· ·
			BATCH No),	9380	_				
	9.		CNTRL. No		21 20					
77			DIVITAL. 180)	1620		of the contract of the contrac		20	
		*	ACCT. STF	ζ	DA .					
					86225	53				
				The second secon	THE RESERVE OF STREET STREET, SALES SERVED STREET,	Section and the second or section of complete con-	At a securi			
		2								
TOT	TAL ALL COLUMNS	0	0.00	0.00						5
.01	AL ALL COLUMNS	l ^u	0.00	0.00	0.00	80.00	85.00	168.00	0.00	\$333.00

COMPUTE MILEAGE AND CLAIM HOTEL & MEALS BASED ON CURRENT RATES UNDER COUNTY TRAVEL POLICY. PLEASE CONSULT CURRENT TRAVEL POLICY FOR PROPER RATES. ATTACH ALL ORIGINAL RECEIPTS TO ENSURE PROPER PAYMENT OF YOUR CLAIM.