

Notice of Deleted Travel Claim

Date: 1.30.20

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 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.
- ☒ Other Needs travel Authorization

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

CASSANDRA

PAID 2/13/20

The seal of Mendocino County, California, is a circular emblem. It features a central landscape with a white mountain peak, a blue sky, green trees, and a red field. The words "MENDOCINO" and "COUNTY" are written in a circular border around the central image.

CLAIMANT: Kevin Bailey	Name of Department: Mendocino County DA
	Remarks: CDAA Winter Workshop

	<u>Amount</u>	<u>Org Code</u>	<u>Object Code</u>	<u>Invoice Control #</u>
	\$288.00	DA	862253	

Title

Signature of Claimant

ACCOUNTS PAYABLE

~~VENDOR No.~~

BATCH No.

CNTRL. No.

ACCT. STR.

PAID 2/13/20

MENDOCINO COUNTY TRAVEL REIMBURSEMENT CLAIM

Vendor # 24209



Date: 1/23/2020

CLAIMANT: David Eyster	Name of Department: District Attorney Remarks: CDAA Winter Workshop
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Amount \$350.00	Org Code DA	Object Code 862253	Invoice Control #
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EXPENDITURE AUTHORIZED AND APPROVED <div style="text-align: center;"> District Attorney Elected Official Title </div>	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. <div style="text-align: center;"> Signature of Claimant </div>
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Date	Destination	Transportation			Hotel	Meals			Misc Toll Phone	Purpose
		Miles	Amt	Fares		Brkfst	Lunch	Dinner		
		Pri Car	Pri Car	Pub Trans						
01/12/20	Rancho Mirage						17.00	28.00		CDAA Winter Workshop
01/13/20	Rancho Mirage					16.00	17.00	28.00		CDAA Winter Workshop
01/14/20	Rancho Mirage					16.00	17.00	28.00		CDAA Winter Workshop
01/15/20	Rancho Mirage					16.00	17.00	28.00		CDAA Winter Workshop
01/16/20	Rancho Mirage					16.00	17.00	28.00		CDAA Winter Workshop
01/17/20	Rancho Mirage					16.00	17.00	28.00		CDAA Winter Workshop
					ACCOUNTS PAYABLE					
					VENDOR No.	24209				
					BATCH No.	9380				
					CNTRL No.	7636				
					ACCT. STR.	DA				
						862253				
					PLEASE HOLD FOR PICK UP					
TOTAL ALL COLUMNS		0	0.00	0.00	0.00	80.00	102.00	168.00	0.00	\$350.00

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.

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Paid 2/3/20

MENDOCINO COUNTY TRAVEL REIMBURSEMENT CLAIM

Vendor # 44039Date: January 23, 2020

CLAIMANT: Dale Trigg 	Name of Department: District Attorney Remarks: CDAA Winter Workshop
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Amount \$300.00	Org Code DA	Object Code 862253	Invoice Control #
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EXPENDITURE AUTHORIZED AND APPROVED District Attorney Elected Official 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. Signature of Claimant
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Date	Destination	Transportation			Hotel	Meals			Misc Toll Phone	Purpose
		Miles	Amt	Fares		Brkfst	Lunch	Dinner		
		Pri Car	Pri Car	Pub Trans						
01/13/20	Rancho Mirage						17.00	28.00		CDAA Winter Workshop
01/14/20	Rancho Mirage					16.00	17.00	28.00		CDAA Winter Workshop
01/15/20	Rancho Mirage					16.00	17.00	28.00		CDAA Winter Workshop
01/16/20	Rancho Mirage					16.00	17.00	28.00		CDAA Winter Workshop
01/16/20									72.00	PARKING
										4 days @ \$18/day
TOTAL ALL COLUMNS		0	0.00	0.00	0.00	48.00	68.00	112.00	72.00	\$300.00

ACCOUNTS PAYABLE
 VENDOR No. 44039
 BATCH No. 9380
 CNTRL. No. 7637
 ACCT STR DA
862253

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.

MENDOCINO COUNTY TRAVEL REIMBURSEMENT CLAIM

PAID 2/13/20

Vendor # 1295



Date: January 12, 2020

CLAIMANT: Andrew Alvarado <div style="background-color: black; width: 200px; height: 40px; margin-top: 10px;"></div>	Name of Department: District Attorney Remarks: <u>P.O.S.T.</u> <u>MANAGEMENT TRAINING</u> <u>MANDATORY</u>
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Amount \$333.00	Org Code DA	Object Code 862253	Invoice Control #
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EXPENDITURE AUTHORIZED AND APPROVED Kevin Bailey Department 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. Signature of Claimant
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Date	Destination	Transportation			Hotel	Meals			Misc Toll Phone	Purpose
		Miles	Amt	Fares		Brkfst	Lunch	Dinner		
		Pri Car	Pri Car	Pub Trans						
01/12/20	Folsom, CA							28.00		P.O.S.T Management Training
01/13/20	Folsom, CA					16.00	17.00	28.00		
01/14/20	Folsom, CA					16.00	17.00	28.00		
01/15/20	Folsom, CA					16.00	17.00	28.00		
01/16/20	Folsom, CA					16.00	17.00	28.00		
01/17/20	Folsom, CA					16.00	17.00	28.00		
TOTAL ALL COLUMNS		0	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.