

## DELETED TRAVEL CLAIM

Date: March 12, 2020

To: District Attorney's Office

From: Auditor's Office

The attached travel claim was deleted and returned for one or more of the following reasons:

- ☐ 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:

Travel authorization is required and event flyer was not included.

Please call 234-6860 if you have any questions.

Thank you

# MENDOCINO COUNTY TRAVEL REIMBURSEMENT CLAIM

PAID MAR 12 2020

Vendor # 44862



Date: March 1, 2020

<b>CLAIMANT:</b>  Alexander Diener 	<b>Name of Department:</b> District Attorney  <b>Remarks:</b> District Attorney CDAA - Juvenile Justice Seminar
--	--

<b>Amount</b> <b>\$428.30</b>	<b>Org Code</b> DA	<b>Object Code</b> 862253	<b>Invoice Control #</b>
----------------------------------	-----------------------	------------------------------	--------------------------

<b>EXPENDITURE AUTHORIZED AND APPROVED</b>  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
--	---

Date	Destination	Transportation			Hotel	Meals			Misc Toll Phone	Purpose
		Miles	Amt	Fares		✓	✓	✓		
		Pri Car	Pri Car	Parking		Brkfst	Lunch	Dinner		
02/23/20	Monterey	182.00	104.65	0.00	N/A			34.00		CDAA - Juvenile Justice Seminar
02/24/20	Monterey	N/A	0.00	0.00	N/A	18.00	19.00	34.00		CDAA - Juvenile Justice Seminar
02/25/20	Monterey	N/A	0.00	0.00	N/A	18.00	19.00	34.00		CDAA - Juvenile Justice Seminar
02/26/20	Monterey	182.00	104.65	0.00	N/A	18.00	19.00		6.00	CDAA - Juvenile Justice Seminar
<b>TOTAL ALL COLUMNS</b>		364	209.30	0.00	0.00	54.00	57.00	102.00	6.00	<b>\$428.30</b>

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.