

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.

See memo dated February 20, 2020

Please call 234-6860 if you have any questions.

Thank you

LLOYD B. WEER
AUDITOR-CONTROLLER



CHAMISE CUBBISON
ASSISTANT
AUDITOR-CONTROLLER

COUNTY OF MENDOCINO
AUDITOR-CONTROLLER
501 LOW GAP ROAD, RM. 1080
UKIAH, CALIFORNIA 95482
PHONE (707) 234-6860 FAX (707) 467-2503
www.mendocinocounty.org

MEMORANDUM

To: District Attorney's Office

Date: February 20, 2020

From: Chamise Cubbison, Assistant Auditor-Controller

Re: Travel Requests/Authorizations for POST related travel

A Travel Request/Authorization is required for any travel related expenditure or reimbursement that is paid using General Fund dollars unless it is directly related to a specific client, investigation or case. The STC or POST trainings were exempted by Policy 18 from preparing a Travel Request when specific POST or STC Training Funds were available and held in a trust outside of the General Fund. Those funds are no longer available and therefore expenditures related to STC and POST training that are no longer covered by funds held in an external POST or STC specific trust fund require a Travel Request/Authorization. The other departments that send employees to STC or POST trainings are compliant with the requirement and submit a Travel Request for POST trainings.

Please submit the required Travel Requests/Authorizations with Travel Reimbursement Claims for processing.

Thank you.

MENDOCINO COUNTY TRAVEL REIMBURSEMENT CLAIM

PAID MAR 12 2020

Vendor # 1295



Date: February 21, 2020

CLAIMANT: Andrew Alvarado 	Name of Department: District Attorney Remarks: POST MANAGEMENT Training Wk 3
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	Amount \$272.00	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						
02/23/20	Folsom							28.00		Management Training
02/24/20	Folsom					16.00	17.00	28.00		"
02/25/20	Folsom					16.00	17.00	28.00		"
02/26/20	Folsom					16.00	17.00	28.00		"
02/27/20	Folsom					16.00	17.00	28.00		"
TOTAL ALL COLUMNS		0	0.00	0.00	0.00	64.00	68.00	140.00	0.00	\$272.00

ACCOUNTS PAYABLE

VENDOR No. 1295

BATCH No. 9694

CNTRL. No. 7722

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.