STATE OF CALIFORNIA – DEPARTMENT OF PERSONNEL ADMINISTRATION

TRAVEL EXPENSE CLAIM

STD. 262 (REV. 9/2007)

*See Instructions and *Privacy Statement On Reverse Side*

CLAIMANT'S NAME	SSN or EMPLOYEE NUMBER*	DEPARTMENT
Steve Spears		CalHFA

POSITION	CB/ID No.	DIVISION or BUREAU	INDEX NUMBER
Executive Director	EX	Executive Office	1000

RESIDENCE ADDRESS *	HEADQUARTERS ADDRESS	TELEPHONE NUMBER
[redacted]	1415 L Street, Suite 500	(916) 324-4640

CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
[redacted]	[redacted]	[redacted]	Sacramento	CA	95814

(1) NORMAL WORK HOURS	(2) PRIVATE VEHICLE LICENSE NUMBER	(3) MILEAGE RATE CLAIMED
8:00 to 17:00	[redacted]	0.500

(4) MONTH/YEAR June 10 (5) DATE	TIME	(6) LOCATION WHERE EXPENSES WERE INCURRED	(7) LODGING	(8) MEALS BREAK-FAST	LUNCH	O.T., L/T, N/C, RELO. OR DINNER	(9) INCIDEN-TALS	(10) TRANSPORTATION (A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE, TOLLS, PARKING	(D) PRIVATE CAR USE MILES	AMOUNT	(11) BUSINESS EXPENSE	(12) TOTAL EXPENSES FOR DAY
6/10	7:00	Sacramento to San Francisco						~~92.96~~	RC	15.00		0.00		15.00 ~~107.96~~
* 6/24	17:30	Los Angeles	153.99			18.00 ~~18.01~~	~~6.00~~					0.00		171.99 ~~177.99~~
6/25	17:35	Los Angeles to Sacramento		6.00	10.00		+ 6.00	~~69.05~~	RC	9.00	25.00	12.50		43.50 ~~106.55~~
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
(13) SUBTOTALS			153.99	6.00	10.00	18.00	6.00	~~162.01~~		24.00	25.00	12.50	0.00	230.49 ~~392.50~~ SC
COLUMN CODE (ACCTG. USE ONLY)														
CLAIM TOTAL														230.49 ~~$392.50~~ SC

CALHFA ACCOUNTING 2010 JUN 30 PM 12:56

(14) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)

6/10~San Francisco-Utility and State Housing Forum sponsored by CDLAC and CPUC
6/24&6/25~Los Angeles-Meeting with Kelly Boyer of US Dept of Housing & Urban Development, and mtgs w/CalHFA Culver City office staff
Cost of transportation 6/25~ RC (~~61.41 for Enterprise and~~ 7.64 for gas)
* Trip continued from 6/22-6/24/10 see attached for related expenses

AGENCY ACCOUNTING OFFICE USE ONLY

PAID BY REVOLVING FUND CHECK NUMBER

(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE	DATE	(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT	DATE
[redacted]	6/30/10	[redacted]	6/30/10

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE *(See Item 17 on reverse)*	DATE

STATE OF CALIFORNIA – DEPARTMENT OF PERSONNEL ADMINISTRATION

TRAVEL EXPENSE CLAIM

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Page 1 of 1 Pages

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8:00 to 17:00	[redacted]	0.500

(4) MONTH/YEAR: June 10		(6) LOCATION WHERE EXPENSES WERE INCURRED	(7) LODGING	(8) MEALS			(9) INCIDENTALS	(10) TRANSPORTATION					(11) BUSINESS EXPENSE	(12) TOTAL EXPENSES FOR DAY
(5) DATE	TIME			BREAKFAST	LUNCH	O.T., L/T, N/C, RELO. OR DINNER		(A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE, TOLLS, PARKING	(D) PRIVATE CAR USE MILES	(D) PRIVATE CAR USE AMOUNT		
6/22	11:45	Sacramento to Chicago	298.89		~~10.00~~	18.00	~~6.00~~	40.00	T			0.00	~~7.00~~	~~379.89~~ 356.89
6/23		Chicago	298.89	6.00		18.00	6.00					0.00		328.89
6/24	17:30	Chicago to Los Angeles		6.00	10.00		6.00	40.00	T			0.00	~~7.00~~	~~69.00~~ 62.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
(13) SUBTOTALS			597.78	12.00	20.00	36.00	18.00	80.00		0.00	0.00	0.00	14.00	~~777.78~~ 747.78

2010 JUN 30 PM 12:56

COPY

COLUMN CODE (ACCTG. USE ONLY)

CLAIM TOTAL Out of State ~~$777.78~~ 747.78

(14) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)

6/22-6/24~To participate in the National Council of State Housing Agencies 2010 Housing Credit Conference in Chicago, IL

COPY

AGENCY ACCOUNTING OFFICE USE ONLY

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(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE *(See Item 17 on reverse)* DATE