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
Claudia Cappio		CalHFA

POSITION	CB/ID No.	DIVISION or BUREAU	INDEX NUMBER
Executive Director	2012 JUN -4 AM 10:47 E-99	Executive Office	1000

RESIDENCE ADDRESS *	HEADQUARTERS ADDRESS	TELEPHONE NUMBER
[redacted]	500 Capitol Mall, Suite 1400	(916) 326-8088

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]	0.555

(4) MONTH/YEAR: May 12		(6)	(7)	(8) MEALS			(9)	(10) TRANSPORTATION					(11)	(12)
(5) DATE	TIME	LOCATION WHERE EXPENSES WERE INCURRED	LODGING	BREAK-FAST	LUNCH	O.T., L/T, N/C, RELO. OR DINNER	INCIDEN-TALS	(A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE, TOLLS, PARKING	(D) PRIVATE CAR USE MILES	(D) PRIVATE CAR USE AMOUNT	BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY
5/1		Antrak 10-Ride Ticket						65.00	TR			0.00	~~65.00~~	65.00
5/8	5:30-17:30	Oakland to Los Angeles and return						56.95	AT	12.34		0.00		69.29
5/21	17:00	Oakland to Fresno	95.19			18.00	6.00		PC		170.00	94.35		213.54
5/22	19:00	Fresno to Oakland		6.00	10.00				PC		170.00	94.35		110.35
3/16		Los Angeles						46.00	T			0.00		46.00
												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			95.19	6.00	10.00	18.00	6.00	167.95 ~~102.95~~		12.34	340.00	188.70	~~65.00~~	504.18
COLUMN CODE (ACCTG. USE ONLY)														

CLAIM TOTAL $504.18

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

5/1 ~ Discount transportation program for May ~ ($171 actual amount paid)

5/8 ~ Public Lenders Panel at Southern Cal Assoc of Non-Profit Housing Lenders/Investors Forum at Federal Reserve Bank in Los Angeles

5/21 and 22: Keynote speaker at San Joaquin Valley Affordable Housing Summit 2012 at Radisson Hotel in Fresno (mileage to and from conference from Oakland)

3/16: Taxi receipt left from Ballard Spahr/CSG Advisors Western Housing Conference in Los Angeles

AGENCY ACCOUNTING OFFICE USE ONLY

PAID BY REVOLVING FUND CHECK NUMBER

0754005
6/13/12

(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 safely and seat belt usage.

CLAIMANT'S SIGNATURE	DATE	(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT	DATE
	5/24/12		6/1/12

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