STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

TRAVEL EXPENSE CLAIM

FA-0302 (REV. 1/1999) Front CT #7541-0620-9

PERSONAL INFORMATION NOTICE

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principle purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries on information maintenance to your IPA Officer.

See Instructions On Reverse Side

CLAIMANT'S NAME *(First, Mi, Last)*			SOCIAL SECURITY NUMBER	DEPARTMENT
Cal T. Rans			012-34-5678	TRANSPORTATION
POSITION	B.U./M.D.		NUMERIC DIST/UNIT *(For Check to Be Sent)*	CONTACT PHONE # *(Include Area Code)*
Transportation Engineer	9		59/501	(916) 555-1212
CLAIMANT'S HOME ADDRESS			HEADQUARTERS ADDRESS	
1111 Broadway			1234 Alhambra Blvd.	
CITY	STATE	ZIP CODE	CITY	STATE / ZIP CODE
Sacramento	CA	91234-5678	Sacramento	CA / 95818-

(1) MONTH/YEAR March, 03 (2) DATE	TIME	(3) LOCATION Where Expenses Were Incurred	(4) LODGING	(5) MEALS BREAK-FAST	LUNCH	O.T., L/T. N/C.REL. OR DINNER	(6) INCIDEN-TALS	(7) TRANSPORTATION (A) COST OF	(B) TYPE USED	(C) CARFARE TOLLS, PARKING	(D) PRIVATE CAR USE MILES	AMOUNT	(8) BUSINESS EXPENSE	(9) TOTAL EXPENSE FOR DAY
18	0900	Sacramento to LTA Location	92.40		10.00	17.12					150	51.00		170.52
19		LTA Location	92.40	6.00	7.50	18.00	5.00				20	6.80		135.70
20		LTA Location	92.40	5.12	9.00	18.00	6.00				25	8.50		139.02
21		LTA Location	92.40	6.00	8.50	16.50	3.00				15	5.10		131.50
22		LTA Location	92.40	6.00	10.00	14.50	5.50				20	6.80		135.20
23		LTA Location	92.40	5.50	10.00	11.00	4.50				20	6.80		130.20
24		LTA Location	92.40	5.50	9.50	18.00	6.00				25	8.50		139.90
25		LTA Location	92.40	6.00	10.00	18.00	6.00				18	6.12		138.52
26		LTA Location	92.40	5.00	8.75	16.50	5.00				23	7.82		135.47
27	1900	LTA Location to LTA Residence		6.00	8.75	17.00	5.00				25	8.50		45.25
(10)		SUBTOTALS	831.60	51.12	92.00	164.62	46.00				341	115.94		1301.28

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

LTA-Short Term Per Diem while locating LTA residence.

CLAIM TOTAL $ 1301.28

(12) NORMAL WORK HOURS	SUF-FIX	T. CODE	MOD	SOURCE DIST	SOURCE UNIT	CHG DIST	EXP. AUTH.	SUBJOB	SPECIAL DESIGNATION	FAE	AGCY. OBJ.	AMOUNT	FY	MSA CODE
7:00-4:00														
(13) PRIVATE VEHICLE LICENSE#				59	501	59	912076			7	001	$115.94	03	
4IAM123				59	501	59	912076			7	020	$1,185.34	03	
(14) MILEAGE RATE CLAIMED														
0.34														
AGENCY ACCOUNTING OFFICE USE ONLY														
PAID BY REV. FUND CHECK #														

(15) **I HEREBY CERTIFY** that the above line 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
Cal T. Rans	3-28-03	Boss T. Rans	3-31-03

(17) SIGNATURE AND TITLE OF AUTHORITY FOR SPECIAL EXPENSES *(See Item 17 on reverse side)* DATE

NOTE: ORIGINAL TEC AND RECEIPTS PLUS ONE COPY MUST BE SENT TO ACCOUNTING