

EXPENSE REPORT

Accounting Office Use Only
 Auto Insurance on file : YES NO
 Expiration Date: _____

NAME OF EMPLOYEE East Bay Lifeguard / Lake Temescal WORK LOCATION PERIOD ENDING: 7-14-00
(PRINT)

DATE	DESCRIPTION	MEALS	LODGING	Commercial Transportation Expense	MILEAGE	PARKING & TOLLS	OTHER EXPENSE	TOTAL	COST CODE
7-1-00	Shadow Cliffs Triathlon Additional miles from home to shadow cliffs				(32mi-6mi) x \$.xx			\$x.xx	8320-281-6511
7-1-00	Shadow Cliffs Triathlon Total miles from shadow cliffs to Lake Temescal				32mi x \$.xx			\$x.xx	8320-281-6511
7-4-00	Directed Transfer to Contra Loma Total Miles from Temescal to Contra Loma				38mi x \$.xx			\$x.xx	8320-260-6511
7-4-00	Return home from Contra Loma Additional miles from Contra Loma to home				(38mi-6mi) x \$.xx			\$x.xx	8320-260-6511
7-5-00	Directed transfer to Del Valle East Additional miles from home to Del Valle East				(39mi-6mi) x \$.xx			\$x.xx	8320-203-6511 800025-602
7-5-00	Return home from Del Valle East Additional miles from Del Valle East to home				(39mi-6mi) x \$.xx			\$x.xx	8320-203-6511 800025-602
7-10-00	Junior Lifeguard program awards - snacks	\$xx.xx						\$xx.xx	8320-xxx-6511 800032-602
TOTAL EXPENSES		\$xx.xx			\$xx.xx			\$xx.xx	

SUBMITTED: East Bay Lifeguard (SIGNATURE OF EMPLOYEE) Mail Check To: 1234 Lifeguard Way Deduct Travel Advance (if any)
 APPROVED: Lifeguard III initials San Leandro, CA 94617 Amount Due: District
 Supervisor: Aquatic Supervisor Signature Employee \$xx.xx

Dept. Head _____ Controller: _____ Gen. Mgr.: _____ Board Pres.: _____

Approval Instructions: Board President must approve expense reports of Board Members and General Manager; General Manager must approve expense reports of Department Heads; Department Head must approve expense reports of all subordinates; ALL expense reports must be submitted to Controller AFTER appropriate approvals are obtained.

NOTE: The nature and purpose of the expense must be fully disclosed under the "Description" column, and all supporting documents/original receipts must be attached to the expense report. In the case of mileage reimbursement, place of origin and destination must be shown.