



SUPERIOR COURT OF CALIFORNIA COUNTY OF ALAMEDA

TRAVEL EXPENSE CLAIM

Page 1 of 1

Form FIN-002, Rev. 07/01/2022

* See Instructions on Tab 2 and 3 *

| | | |
|--|--|----------------------------------|
| CLAIMANT'S NAME Rebekah Askew | BUSINESS UNIT JusticeCorps | DIVISION Family Division |
| POSITION/TITLE JusticeCorps Member | QIC CODE 50731 | TELEPHONE NUMBER 510-690-2596 |
| RESIDENCE ADDRESS P Sherman 42 Wallaby Way Sydney | E-MAIL ADDRESS raskew@alameda.courts.ca.gov | |

| | | | |
|------------------|-------------|-------------------|--|
| CITY Richmond | STATE CA | ZIP CODE 94801 | HEADQUARTERS ADDRESS HHJ - 24405 Amador St, Hayward, CA 94544 |
|------------------|-------------|-------------------|--|

| (1) TRAVEL DATE | (2) | (3) LOCATION WHERE EXPENSES WERE INCURRED | (4) LODGING | (5) MEALS | | | (6) INCIDENTALS | (7) TRANSPORTATION | | | | (8) BUSINESS EXPENSE | (9) TOTAL EXPENSES FOR DAY | |
|-------------------------------------|--------------|---|-------------|------------|-------|--------|-----------------|--------------------|---------------|---------------------------|-------------------------------------|----------------------|----------------------------|-----------------|
| | | | | BREAK-FAST | LUNCH | DINNER | | (A) COST OF TRANS. | (B) TYPE USED | (C) CARFARE TOLLS PARKING | (D) PRIVATE CAR USE MILES AMOUNT | | | |
| 9/12/2022 | 0800 1200 | UC Berkeley to Hayward Hall of Justice (OW) | | | | | CC | PC | | | | | | |
| 9/13/2022 | 0800 1200 | UC Berkeley to Hayward Hall of Justice (RT) | | | | | CC | PC | | | | | | |
| 9/14/2022 | 0800 1200 | UC Berkeley to Hayward Hall of Justice (RT) | | | | | CC | PC | | | | | | |
| 9/15/2022 | 0800 1200 | Hayward Hall of Justice Parking | | | | | CC | PC | P | 7.00 | | | | |
| 9/16/2022 | 0800 1200 | Hayward Hall of Justice Parking | | | | | CC | PC | P | 7.00 | | | | |
| 9/17/2022 | 0800 1700 | UC Berkeley to Judicial Council Building (RT) | | | | | CC | PC | P T | 7.00 4.25 | | 36 | 22.50 | 33.75 |
| (10) SUBTOTALS | | | | | | | | | | | 25.25 | 141 | 88.13 | 113.38 |
| (11) COURT PRE-PAID EXPENSES | | | | | | | | | | | | | | 0.00 |
| CLAIM TOTAL | | | | | | | | | | | | | | \$113.38 |

(12) PURPOSE OF TRAVEL AND/OR REIMBURSEMENT CLAIM (I.E TRAINING, COVERAGE, INTERPRETING, ETC.)
 9/12-9/16: JusticeCorps Site Service
 9/17: JusticeCorps Event

| | | |
|---|---|---|
| (13) NORMAL WORK HOURS 8:00AM-12:00PM | (14) PRIVATE VEHICLE LICENSE NUMBER 74RTS65 | (15) MILEAGE RATE CLAIMED \$0.625 |
|---|---|---|

(16) I HEREBY CERTIFY that the above statement is a true statement of the travel expenses incurred by me in accordance with the Superior Court of California, County of Alameda's travel reimbursement policy and guidelines as adopted by the Judicial Council of California.

Grant WBS Number _____

| | | | |
|----------------------|------|--|------|
| CLAIMANT'S SIGNATURE | DATE | (17) SIGNATURE, OFFICER APPROVING TRAVEL AND PAYMENT | DATE |
|----------------------|------|--|------|

FINANCE DIVISION USE ONLY

| VENDOR NO. | ACCOUNT/GL | COST CENTER | WBS | FA/PECT | FUND | AMOUNT |
|------------|--------------------|-------------|-----|---------|------|------------------|
| | LODGING | 1- | | | | \$ - |
| | MEALS & INCIDENTAL | 1- | | | | \$ - |
| | AIR TRANSP. | 1- | | | | \$ - |
| | GROUND TRANSP. | 1- | | | | \$ - |
| | PARKING | 1- | | | | \$ 21.00 |
| | MILEAGE | 1- | | | | \$ 88.13 |
| | REGISTRATION | 1- | | | | \$ - |
| | TOLL | 1- | | | | \$ 4.25 |
| | OTHER | 1- | | | | \$ - |
| | TOTAL | | | | | \$ 113.38 |

CURRENT STD 261 FORM VERIFIED 0.00

PARKED BY: _____ DATE: _____

POSTED BY: _____ DATE: _____

You do not need to change the information for Business Unit, Division, Position/Title, QIC Code, and Headquarters Address. Please keep them as they are shown here.

All mileage claims should list university as the start location of trip per the JusticeCorps travel reimbursement policy. Members should also list the trip destination (i.e. their service site). Please include a notation to indicate Round Trip (RT) or One Way (OW) travel.

Members must

* All-Corps tra

Tip: In most cases, mileage claims will yield greater reimbursement totals, as parking claims are limited to \$7 per day. Parking and toll claims must also be accompanied by receipts.

Trips older than

Please remember to include your license plate number and a note or short statement for purpose of travel.

Mileage rate auto-populates based on the travel dates entered.