City of Riverside
STATEMENT OF EXPENSE
Fin:AC-1:4/99

EMPLOYEE ID: __12180__
(Required Field)

| NAME Russ Leach | DEPARTMENT, DIVISION Police | EXPENSE DATE(S) 1-14-10 |
| Purpose of expenses claimed Business Meeting | | CITY, STATE Riverside, CA |

SCHEDULE A – TRAVEL AND MEETING EXPENSES (Itemize below in detail)

| ITEM OF EXPENSE | LIST DATES AND EXPENSES INCURRED BELOW | | | | | | | SCHEDULE |
DATE	SUN	MON	TUES	WED	THUR 1-14	FRI	SAT	TOTAL
TRANSPORTATION (Attach receipts)								
LODGING (Attach receipts)								
MEALS Breakfast								
Lunch					26.16			26.16
Dinner								
REGISTRATION (Attach receipts)								
OTHER EXPENSES (Itemize on reverse side)								
DAILY TOTAL					26.16			

SCHEDULE B - MILEAGE ALLOWANCE (Itemize on reverse side)

| | 26.16 |

TOTAL AMOUNT CLAIMED (Schedules A and B combined)

I certify that this claim is a true record of expenses incurred on official business for the City of Riverside during the above period.

Approval Recommended

2-1-10   Russ Leach   Police   Russ Leach

| Date Submitted | Signature | Classification | Department Head |

| Amount of Claim 26.16 | Less Advance Ø | Net Amount Due or (Returned) 26.16 |

| General Ledger | | Job Ledger (If Required) | | Work Order | Amount |
GL Key	Object	JL Key	Object		26.16
3145400	4272CO				

| Audited by: Date | Finance Director   Date | City Manager   Date |
| Finance Department | Approved for Payment | (REQUIRED)   (NOT REQUIRED) |

SPECIAL INSTRUCTIONS:

1. Submit this form completed in detail to Finance Director for audit.
   Unused cash advances must be receipted by Department. Attach copy of receipt or note receipt number below.
   Receipt # _____
2. Upon audit and approval for payment, reimbursement will be included on biweekly payroll check as a non-taxable item.
3. All other expenses shown above must be itemized in detail in order to qualify for reimbursement.
4. Any expenses paid for guests must have additional information provided on Page 2 of this form.

BUSINESS MEETING
BOB PACHECO

Applebee's
Neighborhood Grill & Bar

APPLEBEE'S
NEIGHBORHOOD GRILL & BAR
3820 Mulberry
Riverside, CA 92507
951-369-7447

LOREN J   TB#86
DATE: 01-14-10 TIME: 01:20 PM GUESTS: 2

CARD TYPE: AMEX
CARD NUMBER: ***********1009
APPROVAL CODE: 527397
Merchant ID: 95715
Trans Type: Auth

Amount: 22.16

Tip: 4.00

Total: 26.16

Cardmember agrees to pay total in
accordance with agreement governing
use of such card.