



City of Brea Expense Report 2012 Sister City Visit to Anseong, Korea and Hanno, Japan

Itinerary: Depart LAX September 28 for stay in Anseong, Korea from September 28 – October 4, and Hanno, Japan from October 4 – October 9

Travel Expenses Incurred for Don Schweitzer, Brett Murdock, and Tim O'Donnell

Time Usage for Tim O'Donnell:

9-28: Friday – personal time/city offices closed
 9-29: Saturday – personal time
 9-30: Sunday – personal time
 10-1: Monday - regular paid work day
 10-2: Tuesday – regular paid work day
 10-3: Wednesday- regular paid work day

10-4: Thursday – paid administrative leave
 10-5: Friday – paid administrative leave
 10-6: Saturday – personal time
 10-7: Sunday – personal time
 10-8: Monday – paid administrative Leave
 10-9: Tuesday – paid administrative Leave

All credit charges were made on one credit card and the costs were divided three ways.

Expense	Don Schweitzer			Brett Murdock			Tim O'Donnell			Grand Total
	Cash	City Credit Card	Total	Cash	City Credit Card	Total	Cash	City Credit Card	Total	
Lodging (10 Nights)		1,065.42	1,065.42		1,065.42	1,065.42		1,065.38	1,065.38	3,196.22
Airfare (Roundtrip- 1 stop in Hanno)		1,784.80	1,784.80		1,784.80	1,784.80		1,784.80	1,784.80	5,354.40
Taxi/Shuttle (Transportation)	12.87	31.49	44.36	12.87	31.49	44.36	12.87	31.49	44.36	133.08
Meals		222.65	222.65		222.64	222.64		222.61	222.61	667.90
TOTALS	12.87	3,104.36	3,117.23	12.87	3,104.33	3,117.22	12.87	3,104.28	3,117.15	9,351.60
TOTAL EXPENSE PER PERSON			3,117.23			3,117.22			3,117.15	
TOTAL EXPENSE INCURRED										\$9,351.60

Each person was reimbursed \$12.87 for out of pocket cash expenditure