

Memo from the Desk of

**KATHY YOUNGHUSBAND**  
*Asst. Secretary, Superior Court*

12-22-75

Judge Gilliam:

I mailed a travel voucher for this same trip today (at your request).

Attached is a copy of that voucher.

kathy

# The State Bar of California

## TRAVEL VOUCHER

For expenses incurred by Judge EARL B. GILHEAM on behalf of  
(PLEASE PRINT OR TYPE)  
 the State Bar in attending Traffic Court Committee Meeting  
 at SAN FRANCISCO on 12/6/75  
(PLACES) (DATES)  
 Trip was made from San Diego Calif  
(NAME OF CITY)

**TRIP DETAILS:**

- (a) Began at 7 a.m. — p.m. on 12/6 1975
- (b) Ended at \_\_\_\_\_ a.m. 5<sup>30</sup> p.m. on 12/6 1975
- (c) Transportation: Kind Air Cost \$ 63<sup>00</sup>
- (d) Per Diem:

Please show below (1) the dates of each day of travel status (or absence from home) on State Bar business and (2) *by check mark*, periods of time normally required on travel status for such business, including meals noted below as well as overnight stay in a hotel. The allowance for each period of time is as follows: overnight hotel stay, \$22.00; breakfast, \$2.50; lunch, \$3.50; dinner, \$7.00. [See (2) on reverse side.]

DATES	BREAKFAST	LUNCH	DINNER	HOTEL
<u>12/6/75</u>	<u>2.50</u>	<u>3.50</u>	<u>7<sup>00</sup></u>	

TOTAL FOR MEALS & HOTEL \$ \_\_\_\_\_

(3) Miscellaneous Expense: [See (3) on reverse side.]

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL EXPENSE \$ \_\_\_\_\_

Date 12/22/75 Signature Earl B. Gilheam

Address 220 W Broadway  
(PLEASE PRINT OR TYPE)  
San Diego, Calif 92101

ask Sec to

mail to

State Bar office

San Francisco

Waller

AH. Alice ~~Waller~~

# The State Bar of California

## TRAVEL VOUCHER

For expenses incurred by EARL B. Gilliam on behalf of  
(PLEASE PRINT OR TYPE)  
 the State Bar in attending Tropic Coast Committee  
 at SAN FRANCISCO on 12/6/75  
(PLACES) (DATES)  
 Trip was made from San Diego  
(NAME OF CITY)

**TRIP DETAILS:**

- (a) Began at 7 a.m. \_\_\_\_\_ p.m. on 12/6/75 19 \_\_\_\_\_
- (b) Ended at \_\_\_\_\_ a.m. 5<sup>30</sup> p.m. on 12/6/75 19 \_\_\_\_\_
- (c) Transportation: Kind Air - PSA Cost \$ 63<sup>00</sup>
- (d) Per Diem:

Please show below (1) the dates of each day of travel status (or absence from home) on State Bar business and (2) by *check mark*, periods of time normally required on travel status for such business, including meals noted below as well as overnight stay in a hotel. The allowance for each period of time is as follows: overnight hotel stay, \$22.00; breakfast, \$2.50; lunch, \$3.50; dinner, \$7.00. [See (2) on reverse side.]

DATES	BREAKFAST	LUNCH	DINNER	HOTEL
<u>12/6/75</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>—</u>

TOTAL FOR MEALS & HOTEL \$ \_\_\_\_\_

(3) Miscellaneous Expense: [See (3) on reverse side.]

\_\_\_\_\_ \$  
 \_\_\_\_\_ \$  
 \_\_\_\_\_ \$  
 \_\_\_\_\_ \$  
 \_\_\_\_\_ \$

TOTAL EXPENSE \$ \_\_\_\_\_

Date 12/6 Signature Earl B. Gilliam  
 Judge EARL B. Gilliam  
 Superior Ct 2

Address \_\_\_\_\_  
(PLEASE PRINT OR TYPE)  
220 W Broadway, San Diego Calif  
92101

SEE REVERSE SIDE

Allowances not exceeding the following are approved by the Board of Governors:

- (1) **TRANSPORTATION:** Travel by commercial facilities is authorized. Reimbursement will be made for the cost of the transportation actually used but will in no event exceed the cost of a first class air ticket. If travel is by automobile, reimbursement will be cost of travel by air or 15 cents per mile, whichever is less.
- (2) **PER DIEM:** Reimbursement will be made on the basis of the time in travel status needed for the State Bar's business for which the trip is made. The phrasing of the per diem allowance in terms of meals is merely to delineate periods of time normally required in travel status and does not relate to whether meals are actually had.
- (3) **MISCELLANEOUS EXPENSE:** Items properly chargeable hereunder are the expense of telephone calls, telegrams, and stamps incurred in behalf and necessary for the transaction of State Bar business. *Taxi fares and airport parking are not reimbursable* but costs of airport limousines are.

Notes:

- (1) A member is considered to be in a travel status during periods of time necessary to accomplish State Bar business in excess of 30 miles from his point of origin.
- (2) Point of origin under normal circumstances is the member's principal office.