

**Division of Accounting
OFFICE OF TRAVEL AND SPECIAL SERVICES
TRAVEL PAYMENTS AND POLICY BRANCH
DIRECTORY OF CONTACTS
May 1, 2018**

LATEST UPDATE:
May 1, 2018

OFFICE CHIEF

Nancy Kataoka

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Travel Payments and Policy Branch

BRANCH CHIEF

Paul H. Hinnant

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TRAVEL PAYMENTS SECTION

Travel Information Line (TEC Questions)

Hours: 8:00 am to 12:00 pm & 1:00 pm to 4:00 pm

**Phone: (916) 227-9061
Fax: (916) 227-9357**

Travel Payments - Section A Chief

Teresa Wong

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Lead Person, Claim Cuts, Duplicate & Stop Payments,
Cancelled Checks, Expenditure Adjustments

Siu San Wong

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Lead Person, Claim Cuts, Duplicate & Stop Payments,
Cancelled Checks, Expenditure Adjustments

Jaskiran Kaur

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District 3 TEC Auditor

Yulan Huang

(916) 227-0578

District 4 (Alpha M-Z) TEC Auditor

Natalie Ho

(916) 227-9033

District 7 TEC Auditor

Aaron Dang

(916) 227-8953

District 4 (Alpha A – L) TEC Auditor

Anh Dang

(916) 227-9137

District 1, 9 & 12 TEC Auditor

Tiffany Ma

(916) 227-9827

District 5 & 6 TEC Auditor	Hong Ho	(916) 227-9825
Travel Payments - Section B Chief	Mickie Hausman	(916) 227-8643
Lead Person, Claim Cuts, Duplicate & Stop Payments, Cancelled Checks, Expenditure Adjustments	Wendy Ip	(916) 227-9325
District 2 & 8 TEC Auditor	Ronald Prakash	(916) 227-9134
District HQ (Alpha H-O) TEC Auditor	Lane Hayashi	(916) 227-5768
District HQ (Alpha A-G) TEC Auditor	Yingci Liang	(916) 227-9378
District HQ (Alpha P-Z) TEC Auditor	Tien Bui	(916) 227-5582
District 10 & 11 TEC Auditor	Irina Shevchuk	(916) 227-9225
Lead Person Rental Car and Airline, Non-Enterprise Rental Car Payments, ORF Monitoring Reports, Claim Schedule Reconciliations	(Vacant)	(916) 227-8948
Airline Payments & OST TEC Auditor	Meimi Huang	(916) 227-9074
Enterprise Rental Car Payments	Lili Tran	(916) 227-9052
TRAVEL POLICY SECTION		
Section Chief	Rajesh Rai	Phone: (916) 227-9079 Fax: (916) 227-9357
Cal Travel Store (Travel Agency)	(916) 376-3989	1-877-454-8785
Travel Policy Section Fax #		(916) 227-9357
Section Lead Travel Policy/Travel Guide Updates/Revisions, Citibank Individual Government Travel Cards	Cassie Baba	(916) 227-8652
Travel Policy Exceptions, Travel Advance Issuance and Collections, Stop Payments	Lai Saephan	(916) 227-9272

Travel Reservations (Concur), Employee Relocation, Citibank Individual Government Travel Cards, Travel Advance Reports. Expenditure Adjustments	Terence Hung	(916) 227-9330
Travel Reservations (Concur), Reportable Income: Reportable TEC Payments, Personal Use of State Vehicle, and State Owned Housing Values, Travel Advance Reports, Citibank Individual Government Travel Cards	John Garibay	(916) 227-4281
Travel Advance Issuance, Reportable Income : Personal Use of State Vehicle	Xuandai (Kathy) Huynh	(916) 227-5700
Travel Advance Issuance, Reportable Income : Long Term Assignment and Long Term Assignment Differential	Leslie Skarshaug	(916) 227-9092
Mail Distribution, Data Entry, Claim Schedule Preparation	Angela Cascio-Serna	(916) 227-9030