

**NR\_key\_name:** 3BF65BA1BDFCD4B6852564A5006ABC01  
**SendTo:** CN=Tracy Shycoff/O=ARRB @ ARRB  
**CopyTo:**  
**DisplayBlindCopyTo:**  
**BlindCopyTo:** CN=R ecord/O=ARRB  
**From:** CN=Tom Samoluk/O=ARRB  
**DisplayFromDomain:**  
**DisplayDate:** 05/28/1997  
**DisplayDate\_Time:** 5:10:29 PM  
**ComposedDate:** 05/28/1997  
**ComposedDate\_Time:** 3:25:49 PM  
**Subject:** New Orleans - Washington Trip of Tuesday, May 20 - Friday, May 23  
Tracy:Note: I will mail the receipts to you for this trip.Please consider this memorandum a request for reimbursement.For per diem purposes, the New Orleans leg of my trip began on Tuesday, May 20 at 4:00 p.m. and ended upon my arrival in the ARRB office on Thursday, May 22 at 1:00 p.m. (If the trip can be divided up, I would like to only receive a per diem for the New Orleans part of my trip).I incurred the following expenses:Holiday Inn \$156.96 (\$170.07 - \$13.11 room service)Dollar Car Rental \$ 34.35Gas \$ 7.00Cab to Logan Airport \$ 14.00Cab to ARRB Office \$ 14.00Office Depot Purchase \$ 27.36of Boxes for PackingShaw PapersK-Mart Purchase of \$ 11.14Packing Tape forShaw PapersHotel Personnel \$ 7.00 (no receipt)Assistance withhandling Shaw Papers \_\_\_\_\_TOTAL \$271.81After the arrival of the receipts, please advise me if you need additional information.Thanks.Tom  
**Body:**  
**recstat:** Record  
**DeliveryPriority:** N  
**DeliveryReport:** B  
**ReturnReceipt:**  
**Categories:**