

MEMO

To: Tracy Shycoff
From: Thomas E. Samoluk
Subject: Request for Reimbursement for Sept. 15-17 DC Trip
Date: May 31, 2017

Please consider this a request for reimbursement for expenses incurred during my Sept. 15-17 DC trip. For purposes of per diem calculations, my trip began at 5:30 a.m. on Sept. 15 and will end at 9:30 p.m. on Sept. 17. The following are receipts for expenses incurred:

Embassy Suites Hotel	\$334.45 (receipt attached)
Cab- Nat'l to ARRB	\$ 12.00 (receipt attached)
Cab- ARRB to Hotel	\$ 10.00 (receipt attached)
Sumner Tunnel Toll	\$ 2.00 (receipt to be provided)
Logan Parking	<u>\$ 54.00</u> (receipt to be provided)
TOTAL	\$412.45

Thanks.