

MEMO

To: Val
From: Thomas E. Samoluk
Subject: Reimbursement Requests: Chicago and Boston
Date: May 31, 2017

Please consider this memorandum a request for reimbursement for two recent trips to Chicago and Boston on Review Board business.

Chicago

Wednesday, March 27 to Friday, March 29

Note: For per diem purposes, I left the office on Wednesday, March 27th at 3:30 p.m and returned to the office at 12:30 p.m. on Friday, March 29th.

Hotel Costs	\$329.74 (cost of movies subtracted from total)
Overhead Projector	\$ 45.00
DC Cab-ofc to Arpt	\$13.00
Cab-Chicago Airto Htl	\$30.00
Chicago cab	\$ 6.00
Chicago cab	\$ 5.00
Hotel Help with Boxes	\$5.00
Hotel Help with Boxes	\$5.00
Cab-Chicago-Airport	\$30.00
Cab-DC-Airport	<u>\$13.00</u>
Total	\$433.74

Boston

Thursday, April 18 - Friday, April 19

Note: For per diem purposes, I left the office at 5:00p.m on Thursday and completed business by 5:00 p.m on Friday

Bus to Dulles	\$16.00
Airline ticket	\$154.00
Boston cab	\$16.00
Boston cab	\$15.00
Train to house	\$ 2.25
Bus-Dulles to DC	<u>\$16.00</u>
Total	\$219.25
GRAND TOTAL=	<u>\$652.99</u>

