

Memorandum

To: Val

From: Tom Samoluk

Date: November 30, 1995

Re: Travel Expenses for L.A. Trip 11/7-11/9/95

Official Travel From: Depart office 1:30, p.m. on November 7 To: Return from trip to Andover, MA at 11:40 p.m. on November 8, 1995

Chronology and Items

11/7/95

Taxi from Office to Home	\$4.00
Taxi from Home to Office	\$5.00
Taxi from Office to Dulles	\$57.00
Taxi from L.A. Airport to 402 1/4 Michel Torena (North) St.	\$50.00

11/8/95

Taxi from Hyatt Hotel, L.A. to 402 1/4 Michel Torena (North) St.	\$11.00
Taxi from 402 1/4 Michel Torena (North) St. to Hyatt Hotel, L.A.	\$11.00
Hyatt Hotel, L.A. to L.A. Airport	\$30.00
Logan Airport, Boston to Andover	\$67.00

11/7

Hyatt Hotel \$112.25

Note: I subtracted \$28.03 room service charge from \$140.59 total because I will receive per diem.

11/8

Penalty on Unused US Air Ticket

From Washington Dulles to Boston \$50.00

Note: Because of travel to L.A., I was unable to use this ticket. Because it is a specially priced, 21 day advance sale ticket, there is a \$50.00 penalty for changing a scheduled flight already purchased.

TOTAL **\$397.25**