

MEMO

To: Tracy Shycoff
From: Thomas E. Samoluk
Subject: Dallas Trip Request for Reimbursement
Date: July 12, 2017

I. Information For Per Diem

For the purposed of my per diem, I was on government travel from 3:00 p.m. on Monday, April 29, 1996 when I left the ARRB office until I returned home on Friday, May 3, 1996 at 1:00 a.m.

II. Request for Reimbursement for Expenses Incurred

I am requesting reimbursement for the following(receipts attached):

Hotel Expenses	\$322.27 (\$442.76-\$120.49 personal expenses highlighted on bill)
Additional Airline Cost	\$ 13.00 (for flight change to include Tulsa stop)
Hertz Car Rental	\$ 49.68
Local Dallas Cab	\$ 16.00
Local Dallas Cab	\$ 15.00
Local Dallas Cab	\$ 5.00
Local Dallas Cab	\$ 6.00
National,DC to Home	<u>\$ 15.00</u>
TOTAL (plus per diem)	\$441.95