

MEMO

To: Tracy Shycoff
From: Thomas E. Samoluk
Subject: Request for Reimbursement for Dallas Trip of May 21-22
Date: July 14, 2017

For per diem purposes, I began travel for this trip at 12:30 p.m. on May 21 and returned to the office on May 22 at 12:30 p.m.

I am requesting reimbursement for the following:

Ramada Inn; one night	\$61.05
Alamo Rent A Car, one day	\$46.44
Cab to National; 5/21 (no receipt; sorry)	\$15.00
Cab from National; 5/22 (no receipt; sorry)	\$15.00
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TOTAL	\$137.49

Note: Please advise me if I need to locate the cab receipts at home(I might have them). Thanks.