

# MEMO

**To:** Tracy  
**From:** Thomas E. Samoluk  
**Subject:** Request for Reimbursement for Travel to California; Sunday, August 25-Thursday, August 29, 1996  
**Date:** July 14, 2017

Please consider this a request for reimbursement for my trip to California from August 25 to August 29, 1996. For per diem purposes, I left my residence at 10:00 a.m. on Sunday, August 25 to begin my travel and concluded my travel at 6:00 p.m. on Thursday, August 29 when I arrived at my destination in Massachusetts after getting off of the flight from California.

## List of Receipts

Cab Fare (Home to Bus terminal)	\$ 16.00
Bus from DC to Dulles	\$ 16.00
Car Rental	\$170.09
Hotel Incidentals (Miyako Inn)	\$ 34.80
Hotel (Doubletree)	\$128.33
Parking (LA)	\$ 10.80
Parking (Santa Monica)	\$ 6.00
Parking (Santa Monica)	\$ 8.80
Bus (Boston to Framingham)	\$ 8.00
TOTAL	<hr/> \$398.82 (Plus per diem)

Thank you. Please advise me if you have any questions or need more information.