

# MEMO

**To:** Tracy Shycoff  
**From:** Thomas E. Samoluk  
**Subject:** Travel - Boston to DC on 11/12-11/14/96  
**Date:** July 14, 2017

Please consider this memorandum a request for reimbursement for expenses in connection with my trip from Boston to Washington for the dates Tuesday, November 12 - Thursday, November 14, 1996.

For the purposes of per diem calculations, I departed my house on Tuesday, November 12 at 7:00 a.m. and will return at 9:00 p.m. on Thursday, November 14.

## Expenses

Mayflower Hotel	\$260.25 (283.68 - 23.68 for room service)
Cab-Boston-11/14 (Airport to Downtown)	\$ 15.00
<hr/>	
TOTAL	\$275.25