

MEMO

To: Tracy Shycoff
From: Thomas E. Samoluk
Subject: Reimbursement Request for 10/21-10/23/97 DC Trip
Date: May 31, 2017

Please consider this a request for reimbursement for expenses incurred on my 10/21-10/23/97 DC Trip. For the purposes of per diem, I left my residence at 5:30 a.m. on 10/21 and returned at 6:00 p.m. Receipts are attached for the following expenses:

Logan Parking	\$54.00 (receipt will be faxed tomorrow; original to be provided next week)
Dulles Bus (round trip)	\$26.00
Cab (DC bus stop to ARRB)	<u>\$ 5.00</u>
TOTAL	\$85.00