

MEMO

To: Tracy Shycoff
From: Thomas E. Samoluk
Subject: Request for Reimbursement for 9/8 - 9/12
Date: May 31, 2017

Please consider this memo a request for expenses incurred during my 9/8-9/12/97 trip to DC. As you are aware, due to inclement weather, my stay in DC was extended into Friday, Sept. 12. For the purpose of per diem (if, per our conversation this must be processed), I began my trip at 5:30 a.m. on Mon., 9/8 and concluded it at 9:00 a.m. on Friday, 9/12.

Attached are the receipts for the following expenses that I incurred:

Embassy Suites Hotel	\$501.30
Cab-Nat'l to ARRB	\$ 14.00
Cab-Hotel to ARRB	\$ 8.00
Cab-ARRB to Nat'l	\$ 12.00
Logan Parking	\$ 70.00
Sumner Tunnel Toll	<u>\$ 2.00</u>
TOTAL	\$607.30