

MEMO

To: Tracy Shycoff
From: Thomas E. Samoluk
Subject: Reimbursement for 9/3/97 Day Trip to DC
Date: May 31, 2017

Please consider this a request for reimbursement for my 9/3/97 day trip. For the purpose of per diem, I left my home at 5:30 a.m. and returned at 9:30 p.m. The receipt for the expense incurred is attached:

Logan Parking \$18.00

Thanks.