

# MEMO

**To:** Tracy Shycoff  
**From:** Thomas E. Samoluk  
**Subject:** Request for Reimbursement for 10/14-10/16 DC Trip  
**Date:** May 31, 2017

Please consider this a request for reimbursement for expenses incurred during my 10/14-10/16 DC Trip. For the purposes of per diem, I departed my residence at 5:30 a.m. on 10/14 and arrive home at 11:00 p.m. on 10/16. Attached are receipts for the following expenses:

Cab (Dulles to DC) \$ 47.00

Note: Contrary to my normal practice of taking the bus, I took a cab on 10/14 to ensure I arrive in a timely manner for the Board meeting.

Logan Parking \$148.00

Note: This fee is much higher than normal due to the fact that I had to park in a short-term lot with a much higher hourly rate. I regret that the long term parking lot was not an option on this trip.

Mayflower		<u>\$248.00</u> (bill total minus personal expenses)
	TOTAL	<u>\$443.00</u>

Thanks. Please do not hesitate to advise me if you have questions or require additional information.



# MEMO

**To:** Tracy Shycoff  
**From:** Thomas E. Samoluk  
**Subject:** Request for Reimbursement for 10/17 NY Trip  
**Date:** May 31, 2017

Please consider this a request for reimbursement for expenses incurred during my 10/17 NY Trip. For the purposes of per diem, I departed my residence at 6:00 a.m. and arrive home at 6:30 p.m. on 10/17. Attached are receipts for the following expenses:

Cab (NY-Airport to CBS including toll)	\$ 30.00
Cab (NY-CBS to airport including toll)	\$ 30.00
TOTAL	\$ 60.00

Thanks. Please do not hesitate to advise me if you have questions or require additional information.

# MEMO

**To:** Tracy Shycoff  
**From:** Thomas E. Samoluk  
**Subject:** Request for Reimbursement for 10/17 NY Trip  
**Date:** May 31, 2017

Please consider this a request for reimbursement for expenses incurred during my 10/17 NY Trip. For the purposes of per diem, I departed my residence at 6:00 a.m. and arrive home at 6:30 p.m. on 10/17. Attached are receipts for the following expenses:

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Cab (NY-CBS to airport including toll)	\$ 30.00
TOTAL	\$ 60.00

Thanks. Please do not hesitate to advise me if you have questions or require additional information.