

Memorandum

To: Val

From: Tom Samoluk

Date: January 10, 1996

Re: Expenses for AHA Atlanta Conference; Fri., January 5 - Sun., January 7

Note: The following information details travel expenses for my trip to the American Historical Association Annual Meeting in Atlanta. Due to inclement weather, I departed Atlanta Airport at 10:00 p.m. on Saturday on a flight to Baltimore -Washington International Airport because National Airport was closed. I arrived at BWI at 11:15 p.m. and took a Super Shuttle van from the airport to my home. I arrived home at 1:30 a.m. on Sunday morning, January 7th. I am providing this information to: (1) explain why the Delta ticket receipt reflects a different return flight and (2) explain the request for reimbursement for travel from BWI to my home.

Travel Itinerary

Friday, January 5, 1996

2:30 p.m. Depart ARRB Offices

6:30 p.m. Arrive Atlanta Expense: \$10.00 - Cab from Atlanta Airport
To Hilton Hotel

Friday, January 5 - Saturday, January 6, 1996

Hilton Hotel Expense: \$124.25 (\$136.99 - \$12.74 for movies)

Saturday, January 6, 1996

5:15 p.m. Depart Hilton Hotel Expense: \$20.00 - Cab from Hilton Hotel
To Atlanta Airport

11:15 p.m. Arrive BWI Expense: \$28.00 - Super Shuttle van from
BWI to D.C. Home

Sunday, January 7, 1996

1:30 a.m. Arrive D.C. Home

TOTAL REQUEST FOR REIMBURSEMENT

\$182.00 (NOT INCLUDING PER DIEM)