



# REQUEST FOR REIMBURSEMENT OF TRAVELING EXPENSES

(Note the Travel Regulations on Reverse Side)



DARLENE GREEN DATE 4 May 2015  
Comptroller

212 City Hall  
St. Louis, MO.

Name Tishauna O Jones Department FISCAL No. 343  
Trip To: Atlanta, GA Method of Travel: Air  
Purpose: meeting w/ IFS Securities Prior Approval By: \_\_\_\_\_

|                                 | Time        | Day/Date    |
|---------------------------------|-------------|-------------|
| Leave St. Louis .....           | 12 : 58 P M | Wed 4/29/15 |
| Arrive <u>Atlanta, GA</u>       | 3 : 35 P M  |             |
| Convention/Meeting Commencement | 10 : 00 A M | Thu 4/30/15 |
| Convention/Meeting Adjournment  | 11 : 00 A M |             |
| Leave <u>Atlanta, GA</u>        | 2 : 13 P M  | Thu 4/30/15 |
| Arrive St. Louis .....          | 2 : 58 P M  |             |

Enter Expenses in Appropriate Date Column. Indicate "A" for Meals Served by Airline, "R" for Meals Provided by Registration

| Date                | Day/Date      | Day/Date          | Day/Date | Day/Date | Day/Date | Day/Date | Day/Date | Day/Date | TOTAL                 |    |        |
|---------------------|---------------|-------------------|----------|----------|----------|----------|----------|----------|-----------------------|----|--------|
|                     | 4/29          | 4/30              |          |          |          |          |          |          |                       |    |        |
| Fare                |               | 257.20            |          |          |          |          |          |          | 257                   | 20 |        |
| Registration        |               |                   |          |          |          |          |          |          |                       |    |        |
| Limo - To Airport   |               |                   |          |          |          |          |          |          |                       |    |        |
| Limo - From Airport |               |                   |          |          |          |          |          |          |                       |    |        |
| Breakfast           | -             | 10-               |          |          |          |          |          |          | 10                    | -  |        |
| Lunch               | -             | 15-               |          |          |          |          |          |          | 15                    | -  |        |
| Dinner              | 25-           |                   |          |          |          |          |          |          | 25                    | -  |        |
| Hotel               |               | 196.22            |          |          |          |          |          |          | 196                   | 22 |        |
| Other:              |               |                   |          |          |          |          |          |          |                       |    |        |
| Rental - Car        |               | 71.21             |          |          |          |          |          |          | 71                    | 21 |        |
| Parking             |               | 30-               |          |          |          |          |          |          | 30                    | -  |        |
| TOTAL               | <del>25</del> | <del>196.22</del> |          |          |          |          |          |          | 604                   | 63 |        |
| REMARKS:            | 25 - 579.63   |                   |          |          |          |          |          |          | Less Advance          |    |        |
|                     |               |                   |          |          |          |          |          |          | Less Registration     |    |        |
|                     |               |                   |          |          |          |          |          |          | Less Prepaid Fare     |    | 453.42 |
|                     |               |                   |          |          |          |          |          |          | Amount Due            |    | 151.21 |
|                     |               |                   |          |          |          |          |          |          | Charge to Account No. |    |        |

I certify that the above is a true and accurate accounting of my expenses.

APPROVED:

(Signature) Tishauna O Jones (Date) 5/4/15  
(Department Head) (Date)

(Deputy Comptroller-Federal Grants) (Date)  
(Comptroller) (Date)

included for Jim G  
on 4/17/15

**TRAVEL REQUEST**

(Note the Travel Regulations on Reverse Side)

Date: 9 April 2015

Name Tshaura Jones Title Treasurer Dept. FISCAL Dept. No. \_\_\_\_\_

Destination: City Atlanta State GA

Purpose: Meeting with IFS Securities

Convention/Meeting Commencement Time \_\_\_\_\_ AM Day/Date Wed 4/29/15 Adjournment Time \_\_\_\_\_ PM Day/Date Thu 4/30/15  
(Enclose a copy of Convention/Seminar/Meeting announcement with request).

**PROPOSED ITINERARY**

Departure Time: 1258 AM / PM Day/Date Wed 4/29/15 Method of Travel: Air  Rail \_\_\_\_\_ Bus \_\_\_\_\_ Private Auto \_\_\_\_\_ City Car \_\_\_\_\_

Arrival Time: 335 AM / PM Day/Date \_\_\_\_\_ Indicate One-Way/Mileage If Traveling By Auto \_\_\_\_\_

Departure Time: 213 AM / PM Day/Date Thu 4/30/15 **ESTIMATE OF TRIP EXPENSES**

Arrival Time: 258 AM / PM Day/Date \_\_\_\_\_ Air Coach Fare \$ 257.20 Limousine \$ TBD

**TRIP EXPENSES TO BE PAID BY:**

a) City Funds \_\_\_\_\_ b) Special Funds X Hotel @ 101 Night \$ 190.22 Others \$ \_\_\_\_\_

Account No. 5415000 Account Title TRAVEL \*Registration \$ \_\_\_\_\_ Total \$ 453.42

\*Indicate below meals covered by Registration Fees:

Breakfasts \_\_\_\_\_ Lunches \_\_\_\_\_ Dinners \_\_\_\_\_

Airline Tickets Required (Prepaid Fare) Yes \_\_\_\_\_ No \_\_\_\_\_

Advance payment approved: \$ NA

*No conference scheduled a mtg with IFS Securities.*

APPROVED: \_\_\_\_\_ (Date) APPROVED: \_\_\_\_\_ (Date)

APPROVED: Shawn D Jones (Date) 4/9/15 APPROVED: \_\_\_\_\_ (Date)

BD-100 (Rev. 6/01ML) (Department Director) (Date) (Comptroller) (Date)