



REQUEST FOR REIMBURSEMENT OF TRAVELING EXPENSES

(Note the Travel Regulations on Reverse Side)



DARLENE GREEN DATE 7/1/13
Comptroller

212 City Hall
St. Louis, MO.

Name Tishaura O. Jones
 Trip To: New York & Washington DC
 Purpose: NASP Conference & NewDETH Luncheon w/ Sen. Chris Coons

Department _____ No. _____
 Method of Travel: Air + Rail
 Prior Approval By: _____

	Time	Day/Date
Leave St. Louis	<u>6:00 PM</u>	<u>6/23/13</u>
Arrive <u>EWK (Newark, NJ)</u>	<u>10:00 PM</u>	<u>6/23/13</u>
Convention/Meeting Commencement	<u>8:00 AM</u>	<u>6/24/13</u>
Convention/Meeting Adjournment	<u>1:30 PM</u>	<u>6/25/13 - Amtrak to DC</u>
Leave <u>DDT (Washington, DC)</u>	<u>3:30 AM</u>	<u>6/27/13</u>
Arrive St. Louis	<u>5:00 PM</u>	<u>6/27/13</u>

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	
	6/25	6/24	6/25	6/26	6/27					
Fare	138.90		49-		255.90				483	80
Registration									175	-
Limo - To Airport <small>Amtrak</small>			7-						7	-
Limo - From Airport	105-								105	-
Breakfast		13.61	10-	10-	10-				43	61
Lunch		-R	R	-	-				15	-
Dinner	25-	25-	25-	25-	-				100	-
Hotel	426.93	426.93							853	86
Other:										
Taxi				26-					26	-
TOTAL										

REMARKS:	Less Advance	597	-
	Less Registration	175	-
	Less Prepaid Fare	483	80
	Amount Due	598	47
	Charge to Account No.		

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

APPROVED:

(Signature) Tishaura O. Jones (Date) 7/1/13
 (Department Head)
 COMP-34 (Rev. 6/01ML)

(Signature) [Signature] (Date) _____
 (Deputy Comptroller - Federal Grants)
 (Comptroller) (Date) _____