

2015-16 Debt  
Service on 11/18/16

**TRAVEL REQUEST**

(Note the Travel Regulations on Reverse Side)

Name: Tishaura Jones Title: Treasurer Date: 11/14/2016 Dept. No. 343  
Destination: City Washington State DC Dept. Parking

Purpose: Conference

Convention/Meeting: Commencement Time 1:00 PM Day/Date Wed. Nov. 30, 2016 Adjournment Time 3:00 PM Day/Date Fri. Dec. 2, 2016  
(Enclose a copy of Convention/Seminar/Meeting announcement with request.)

**PROPOSED ITINERARY**

Departure Time: 6:05 AM Day/Date Wed. Nov. 30, 2016 Method of Travel: Air  Rail  Bus  Private Auto  City Car   
Arrival Time: 9:09 AM Day/Date Wed. Nov. 30, 2016 Indicate One-Way/Mileage If Traveling By Auto N/A  
Departure Time: 5:30 AM Day/Date Fri. Dec. 2, 2016  
Arrival Time: 7:02 AM Day/Date Fri. Dec. 2, 2016

**TRIP EXPENSES TO BE PAID BY:**

a) City/Funds \_\_\_\_\_ b) Special Funds   
Account No. 5645000 Account Title Travel

**ESTIMATE OF TRIP EXPENSES**

Air Coach Fare \$ 352.20 Limousine \$ TBD  
Hotel @ N/A Night \$ N/A Others \$ TBD  
\*Registration \$ — Total \$ TBD  
\*Food \$ TBD

\*Indicate below meals covered by Registration Fees:

Breakfasts \_\_\_\_\_ Lunches \_\_\_\_\_ Dinners \_\_\_\_\_  
Airline Tickets Required (Prepaid Fare) Yes \_\_\_\_\_ No   
Advance payment approved: \$ N/A

\* Flight will be reimbursed up to \$400.00



APPROVED: \_\_\_\_\_ (Date) \_\_\_\_\_ (Date)  
APPROVED: \_\_\_\_\_ (Date) 11/15/16 (Date)  
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