

## Seriely 2/18

## REQUEST FOR F

REIMBU	RSEMENT OF TRAVELING EXPENSES	ONT OF A
the Trave	el Regulations on Reverse Side)	
4/6/	18	OLLERS OF
_	212 Cit	W Hall

Comptn	oller	DATE	4/6/	18				212 City St. Loui			
Name Tishaura Jones			Phone	3146224700	) Der	Parking					
Name Tishaura Jones Phone 314622  Trip To: Denver									No		
Purpose: Denver Alumnae Chapter Founders Day							ura O. Tone				
All expenses covered by	the Denver	Alumnae C	hantar of F	Pric	or Approva	l By: Tisha					
					<u>Time</u> <u>Day/Date</u>						
Leave St. Louis	,	**************			11 10 AM Friday, March 16, 2018						
Arrive					12:	30 □ AM ■ PM	Friday	/, March 16	, 2018		
Convention/Meeting Co	mmencem	ent			10 00 MAM Saturday, March 17, 2018						
Convention/Meeting Adj	ournment				1. 00 DAM Sunday, March:18, 2018						
_eaveDenver, CO					4.	—— ■ PM 00 □ AM ■ PM	Sunda	Sunday, March 18, 20			
Arrive St. Louis					6.	y, March 18					
					<del></del>	55 □ AM — ■ PM					
Enter Expenses in App	ropriate Date Day/Date	te Column, Day/Date	Indicate "A Day/Date	" for Meals	Served by	Airline, "R"	for Meals	Provided b			
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ertify that the above is a true and accurate						unt No.					
counting of my expens	es.	u accurate	•			AP	PROVED:	;			

## TRAVEL REQUEST (Beview Travel Bourse

BD-100 (Rev.10/15ML) (Department director) (Date)	(Division Head) (Date)		Coolin Hille	a) City Funds b) Special Funds X  Account No. 5645000 Account TRAVEL	6:55	Arrival Time:  12:30	PROPOSED ITINERARY  11:10 ■ AM Day/Date Friday, March 16, 2018	Convention/Meeting: Commencement Time 10:00 M AM Day/Date Stands a copy of Convention/Seminar/Meeting announcement with request).	Airfare, Lodging, Meals and Ground Transportation are covered by the Delta Sigma Theta Denver Alumnae Chapter.	Purpose: Denver Alumnae Chapter Founders Day	Parking  Denver	Name (Review Travel Regulations)
APPROVED: (Comptroller) (Date)	APPROVED: (Federal Grants) (Date)	Airline Tickets Required (Prepaid Fare) Yes No X  Advance payment approved: \$	*Indicate below meals covered by Registration Fees:    Tab	*Registration \$ 720 Total \$ 629.96	Air Coach Fare \$ 629.96 Limousine \$ 18.0  Hotel @ 2/Night \$ 78.0 Others \$ 18.0	ESTIMATE OF TRIP EXPENSES	Method of Travel: ■ Air □ Rail □ Bus □ Private Auto □ City Car	Sat., March 17, 2018  Adjournment Time 1:00	Theta Denver Alumnae Chapter.	State CO	Office Telephone: Dept. No. 343	Title Treasurer 310+8 Date: 3 - 9 - 20/8