



# REQUEST FOR REIMBURSEMENT OF TRAVELING EXPENSES

(Note the Travel Regulations on Reverse Side)



DARLENE GREEN  
Comptroller

DATE 18 December 2013

212 City Hall  
St. Louis, MO.

Name Tishauna O Jones

Department \_\_\_\_\_ No. \_\_\_\_\_

Trip To: New York, NY & Washington DC

Method of Travel: Air & Train

Purpose: meetings w/ the NEW DEAN, CFPB,  
& White House Briefing

Prior Approval By: \_\_\_\_\_

|                                 | Time     | Day/Date      |
|---------------------------------|----------|---------------|
| Leave St. Louis .....           | 5:55 PM  | Wed, 12/11/13 |
| Arrive <u>New York, NY</u>      | 9:20 PM  |               |
| Convention/Meeting Commencement | : M      |               |
| Convention/Meeting Adjournment  | : M      |               |
| Leave <u>Washington, DC</u>     | 10:15 AM | Sat, 12/14/13 |
| Arrive St. Louis .....          | 11:30 AM |               |

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 |    |
|---------------------|----------------|----------------|----------|----------|----------|----------|----------|----------|-------|----|
|                     | 12/11          | 12/12          | 12/13    | 12/14    |          |          |          |          |       |    |
| Fare                |                | 259-           |          | 287.90   |          |          |          |          | 546   | 90 |
| Registration        |                |                |          |          |          |          |          |          |       |    |
| Limo - To Airport   |                |                |          | 18.46    |          |          |          |          | 18    | 46 |
| Limo - From Airport | 74             | 46-            |          |          |          |          |          |          | 120   | -  |
| Breakfast           | -              | 10-            | 10-      | 10-      |          |          |          |          | 30    | -  |
| Lunch               | -              | <del>10-</del> | 15-      | -        |          |          |          |          | 15    | -  |
| Dinner              | -              | 25-            | 25-      | -        |          |          |          |          | 50    | -  |
| Hotel               |                | 182.06         | 182.06   |          |          |          |          |          | 364   | 12 |
| Other: <u>Taxi</u>  | <del>10-</del> | 36.37          | 16.67    |          |          |          |          |          | 53    | 04 |
| TOTAL               | 74             | 558.43         | 248.73   | 316.36   |          |          |          |          | 1197  | 52 |

|  |                       |         |
|--|-----------------------|---------|
| REMARKS:   | Less Advance          | 0       |
| <u>Hotel in NY &amp; Airfare to NY covered by the NEW DEAN</u> | Less Registration     | 0       |
|  | Less Prepaid Fare     | 0       |
|  | Amount Due            | 1197 52 |
|  | Charge to Account No. |         |

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

APPROVED:

Tishauna O Jones  
(Signature)

12/18/13  
(Date)

(Deputy Comptroller-Federal Grants)

(Date)

(Department Head)

(Date)

(Comptroller)

(Date)

included for Gamma Stovosink on 12/19/13 4pm TRAVEL REQUEST

(Note the Travel Regulations on Reverse Side)

Date: 3 December 2013

Name Tshawa D Jones Title Treasurer Dept. \_\_\_\_\_ Dept. No. \_\_\_\_\_

Destination: City Washington DC & New York NY State \_\_\_\_\_

Purpose: Meetings with the Neodesh, Bloomberg Foundation, CPED & CPPB

Convention/Meeting: Commencement Time \_\_\_\_\_ AM PM Day/Date 12/11/13 Adjournment Time \_\_\_\_\_ AM PM Day/Date 12/14/13  
(Enclose a copy of Convention/Seminar/Meeting announcement with request).

**PROPOSED ITINERARY**

Departure Time: 555 AM/PM Day/Date Wed 12/11/13 Method of Travel: Air  Rail  Bus \_\_\_\_\_ Private Auto \_\_\_\_\_ City Car \_\_\_\_\_

Arrival Time: 920 AM/PM Day/Date \_\_\_\_\_ Indicate One-Way/Mileage If Traveling By Auto \_\_\_\_\_

Departure Time: 1015 AM/PM Day/Date Sat 12/14/13 ESTIMATE OF TRIP EXPENSES

Arrival Time: 1130 AM/PM Day/Date \_\_\_\_\_

**TRIP EXPENSES TO BE PAID BY:**

a) City Funds \_\_\_\_\_ b) Special Funds 1520

Account No. 5045000 Account Title TRAVEL

\*Registration \$ \_\_\_\_\_ Total \$ 804.90

\*Food \$ TBD

\*Indicate below meals covered by Registration Fees:

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

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

Advance payment approved: \$ 0

APPROVED: \_\_\_\_\_ (Division Head) \_\_\_\_\_ (Date) \_\_\_\_\_ (Federal Grants) \_\_\_\_\_ (Date)  
APPROVED: Tshawa D Jones (Department Director) 12/19/13 (Date) APPROVED: \_\_\_\_\_ (Comptroller) \_\_\_\_\_ (Date)