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AUG 07 2019

TRAVEL REQUEST (Review Travel Regulations)

Date: 7/1/19

Name Tishaura O. Jones

Title Treasurer

Office Telephone: 314-622-3434

Dept./ Section

Backings Div.

Dept. No. 343

Destination: Detroit

State MI

Purpose: Speaking Engagement and Conference - Local Progress Annual Convening

Convention/Meeting: Commencement Time 330 AM PM Day/Date Wednesday, 7/24/19 Adjournment Time 600 AM PM Day/Date Saturday, 7/27/19
(Enclose a copy of Convention/Seminar/Meeting announcement with request.)

PROPOSED ITINERARY

Departure Time:	<u>810</u>	<input type="checkbox"/> AM <input type="checkbox"/> PM	Day/Date	<u>Wednesday, 7/24/19</u>
Arrival Time:	<u>1040</u>	<input type="checkbox"/> AM <input type="checkbox"/> PM	Day/Date	
Departure Time:	<u>410</u>	<input type="checkbox"/> AM <input type="checkbox"/> PM	Day/Date	<u>Saturday, 7/27/19</u>
Arrival Time:	<u>445</u>	<input type="checkbox"/> AM <input type="checkbox"/> PM	Day/Date	

Method of Travel: Air Rail Bus Private Auto City Car

Indicate One-Way/Mileage if Traveling By Auto _____

ESTIMATE OF TRIP EXPENSES

Air Coach Fare \$ 297.96 Limousine \$ _____
 Hotel @ 3 /Night \$ 567.00 Others \$ Taxi - 125
 Registration \$ _____ Total \$ 924.96
 *Food \$ _____

TRIP EXPENSES TO BE PAID BY:

a) City Funds _____ b) Special Funds _____

Account No. _____ Account Title _____

Expenses partially covered by center for Popular Democracy & Treasurer Jones.

*Indicate below meals covered by Registration Fees:

Breakfasts _____ Lunches _____ Dinners _____
 Airline Tickets Required (Prepaid Fare) Yes _____ No _____
 Advance payment approved: \$ _____

APPROVED: _____ (Division Head) _____ (Date)

APPROVED: _____ (Federal Grants) _____ (Date)

APPROVED: Tishaura O. Jones (Department Director) 7/1/19 (Date)

APPROVED: _____ (Comptroller) _____ (Date)



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REQUEST FOR REIMBURSEMENT OF TRAVELING EXPENSES

(Note the Travel Regulations on Reverse Side)



DARLENE GREEN DATE 8/6/19
Comptroller

212 City Hall
St. Louis, MO.

Name: Tishaura O. Jones Phone: 314-622-3434 Dept: Parking No. 343

Trip To: Detroit Method of Travel: Air

Purpose: Speaking Engagement and Conference Prior Approval By: _____

Local Progress: Annual Convening

Leave St. Louis Time: 8:10 AM PM Day/Date: Wednesday, 7/24/19

Arrive: DTW Time: 10:40 AM PM

Convention/Meeting Commencement Time: 3:30 AM PM Day/Date: Wednesday, 7/24/19

Convention/Meeting Adjournment Time: 6:00 AM PM Day/Date: Saturday, 7/27/19

Leave: DTW Time: 4:10 AM PM Day/Date: Saturday, 7/27/19

Arrive St. Louis Time: 4:45 AM PM

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
	7/24	7/25	7/26	7/27					
Fare	297.96								297.96
Registration	60.00								60
Limo - To Airport				66.61	Paid with Company CC				66.61
Limo - From Airport	40.17	Paid with Company CC							40.17
Breakfast									0
Lunch									0
Dinner									0
Hotel				877.40					877.4
Other:									0
									0
									0
									0
TOTAL	398.13	0	0	944.01	0	0	0	0	1342.14

REMARKS:	Less Advance	
Hotel and airfare partially covered by Center for Popular Democracy and Treasurer Jones	Less Registration	
	Less Prepaid Fare	1,342.14
	Amount Due	0.00
	Charge to Account No.	

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

(Signature) Tishaura O. Jones (Date) 8/7/19
(Department Head) _____ (Comptroller) _____

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