



REQUEST FOR REIMBURSEMENT OF TRAVELING EXPENSES
(Note the Travel Regulations on Reverse Side)



DARLENE GREEN DATE July 20, 2022
Comptroller

212 City Hall
St. Louis, MO.

Name Adam L. Layne Phone 314-622-3434 Dept. Fiscal Treasurer Office No. 343

Trip To: Chicago IL Method of Travel: Amtrak

Purpose: NASP 33rd Annual Financial Services Conference Prior Approval By: Treasurer Adam L. Layne

	Time		Day/Date
Leave St. Louis <u>June 26, 2022</u>	3pm	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	<u>Sun-June 26,2022</u>
Arrive <u>June 26, 2022</u>	8:25	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	<u>Sun-June 26,2022</u>
Convention/Meeting Commencement	8am	<input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	<u>June 27, 2022</u>
Convention/Meeting Adjournment	12:30	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	<u>June 29, 2022</u>
Leave <u>Wed-June 29, 2022</u>	1:45	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	<u>Wed- June 29, 2022</u>
Arrive St. Louis <u>Wed- June 29, 2022</u>	7:13	<input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	<u>Wed-June 29, 2022</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
Fare <u>Amtrak</u>	111.00								111
Registration	200.00								200
Limo - To Airport									0
Limo - From Airport									0
Breakfast									0
Lunch									0
Dinner									0
Hotel	107.26	107.26	107.27						321.79
Other: <u>Uber</u>	16.95	68.28	77.79	157.38					320.4
									0
									0
									0
TOTAL	435.21	175.54	185.06	157.38	0	0	0	0	953.19

REMARKS:	Less Advance
Transportation Notes below:	Less Registration
Amtrak \$111.00	Less Prepaid Fare
Uber \$320.40	Amount Due
	Charge to Account No.
	565400

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

Adam L. Layne 7-20-22

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

(Department Head) (Date) (Comptroller) (Date)

TRAVEL REQUEST (Review Travel Regulations)

Date: July 20, 2022

Name Adam L. Layne Title Treasurer Office Telephone: 314-622-3434

Dept./Section Parking Dept. No. 343

Destination: City Chicago State IL

Purpose: NASP 33rd Annual Financial Services Conference

Convention/Meeting: Commencement Time 8:00 AM PM Day/Date Mon-June 27, 2022 Adjournment Time 12:30p AM PM Day/Date Wed-June 29, 2022
 (Enclose a copy of Convention/Seminar/Meeting announcement with request).

PROPOSED ITINERARY

Departure Time: 3pm AM PM Day/Date Sun-June 26, 2022 Method of Travel: Air Rail Bus Private Auto City Car

Arrival Time: 8:25pm AM PM Day/Date Sun-June 26, 2022 Indicate One-Way/Mileage If Travelling By Auto _____

Departure Time: 1:45pm AM PM Day/Date Wed-June 29, 2022 ESTIMATE OF TRIP EXPENSES

Arrival Time: 7:13pm AM PM Day/Date Wed-June 29, 2022 Air Coach Fare \$ Anteak 111.00 Airline \$ Uber 320.40

Hotel @ 3 /Night \$ 321.79 Others \$ _____

*Registration \$ _____ Total \$ 953.19

*Food \$ _____

*Indicate below meals covered by Registration Fees:

Yes _____ Breakfasts Yes _____ Lunches Yes _____ Dinners

Airline Tickets Required (Prepaid Fare) Yes _____ No N/A

Advance payment approved: \$ _____

APPROVED: Adam L. Layne 7-20-22 (Division Head) (Date)

APPROVED: _____ (Federal Grants) (Date)

APPROVED: _____ (Department Director) (Date)

APPROVED: _____ (Comptroller) (Date)