

TRAVEL REQUEST (Review Travel Regulations)

Name Adam Layne Title Treasurer Date: March 13, 2023 Office Telephone: 314-622-3434

Dept./Section Parking Dept. No. 343

Destination: Schaumburg City IL State IL

Purpose: PIE2023 Expo (Parking Industry Expo)

Convention/Meeting: Commencement Time 7:00am AM PM Day/Date Wed- March 29, 2023 Adjournment Time 10pm AM PM Day/Date Thurs-March 30, 2023
 (Enclose a copy of Convention/Seminar/Meeting announcement with request).

PROPOSED ITINERARY

Departure Time: 4pm AM PM Day/Date Tuesday March 28, 2023 Method of Travel: Air Rail Bus Private Auto City Car

Arrival Time: 9pm AM PM Day/Date Tuesday March 28, 2023 Indicate One-Way/Mileage If Traveling By Auto _____

Departure Time: 10pm AM PM Day/Date Thursday March 30, 2023

Arrival Time: 3am AM PM Day/Date Friday March 31, 2023

TRIP EXPENSES TO BE PAID BY:

a) City Funds _____ b) Special Funds X _____

Account No. 565400 Account Title Travel

28	28	29	30	31
	R	R		

(20)
(30)
(75)

APPROVED: Adam Layne (Division Head) 03/15/23 (Date)

APPROVED: [Signature] (Department Director) 03/15/23 (Date)
 Chief of Staff

ESTIMATE OF TRIP EXPENSES

Air Coach Fare \$ 0.00 Limousine \$ 0.00
 Hotel @ 3 /Night \$ 501.00 Others \$ _____
 *Registration \$ 0.00 Total \$ 571.00
 *Food \$ 135.00

*Indicate below meals covered by Registration Fees:

Breakfasts 2 Lunches 0 Dinners _____

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

Advance payment approved: \$ 0 **MAR 17 2023**

APPROVED: _____ (Federal Grants) _____ (Date)

APPROVED: [Signature] (Comptroller) 3/16/23 (Date)