



REQUEST FOR REIMBURSEMENT OF TRAVELING EXPENSES

(Note the Travel Regulations on Reverse Side)



DARLENE GREEN
Comptroller

DATE 7-13-23

212 City Hall
St. Louis, MO.

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

Trip To: Washington DC Method of Travel: Air

Purpose: National League of Cities Conference-NLC Prior Approval By: Treasurer Adam L. Layne

	Time	Day/Date
Leave St. Louis <u>Sunday June 25, 2023</u>	6:20 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	<u>Sunday June 25, 2023</u>
Arrive <u>Sunday June 25, 2023</u>	7:55 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	<u>Sunday June 25, 2023</u>
Convention/Meeting Commencement	2:30 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	<u>Monday June 26, 2023</u>
Convention/Meeting Adjournment	2:00 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	<u>Wednesday June 28, 2023</u>
Leave <u>Washington DC - Thursday June 29, 2023</u>	7:45 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	<u>Thursday June 29, 2023</u>
Arrive St. Louis <u>Thursday June 29, 2023</u>	9:35 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	<u>Thursday June 29, 2023</u>

RECEIVED

JUL 21 2023

COMPTROLLER'S OFFICE

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
	Sun-6/25	Mon- 6/26	Tues- 6/27	Wed- 6/28	Thurs- 6/29				
Fare	707.96								707.96 ✓
Registration	0								0
Limo - To Airport									0
Limo - From Airport									0
Breakfast		R	R	R					0
Lunch		R	R	R					0
Dinner	25	R	R	R					25 ✓
Hotel	241.15	241.15	241.15	241.16					964.61 ✓
Other: Uber fees	60	36.92 ✓	15.95	21	0	98.27			203.14 579
									0
									0
									0
TOTAL	1034.11	278.07	257.1	241.16	98.27	0	0	0	1900.71 1755

REMARKS:

Less Advance	
Hotel & Trans. fees	1167.75
Less Registration	
Less Prepaid Fare	707.96
Amount Due	175.91 25.00
Charge to Account No.	565400

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

APPROVED:

(Signature) Adam L. Layne (Date) 7-13-23 (Deputy Comptroller-Federal Grants) [Signature] (Date) 7/24/23
 (Department Head) (Date) (Comptroller) (Date)



TRAVEL REQUEST (Review Travel Regulations)

Req# 3/19

Date: July 13, 2023

Name Adam Layne Title Treasurer

Office Telephone: 314-622-3434

Dept./ Section Parking

Dept. No. 343

Destination: City Washington DC

State

Purpose: National League of Cities - NLCC

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 COMPTROLLER'S OFFICE

Convention/Meeting: Commencement Time 2:30 AM PM Day/Date Monday June 26, 2023 Adjournment Time 2:00 AM PM Day/Date Wed June 28, 2023

PROPOSED ITINERARY

Departure Time: 6:20 AM PM Day/Date Sunday June 25, 2023

Arrival Time: 7:55 AM PM Day/Date Sunday June 25, 2023

Departure Time: 7:45 AM PM Day/Date Thursday June 29, 2023

Arrival Time: 9:35 AM PM Day/Date Thursday June 29, 2023

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 \$ 707.96 Limousine \$ 0.00
 Hotel @ \$241.15 x4/Night \$ 964.61 Others \$ 203.14
 *Registration \$ 0.00 Total \$ 1,900.71
 *Food \$ 25.00

TRIP EXPENSES TO BE PAID BY:

a) City Funds 565400 b) Special Funds X

Account No. 565400 Account Title Travel

6/25	26	27	28	29
3	1	R	R	R
2	1	R	R	R
1	1	R	R	R
D	1	R	R	R

*Indicate below meals covered by Registration Fees:

3 Breakfasts 3 Lunches 3 Dinners

Airline Tickets Required (Prepaid Fare) Yes No

Advance payment approved: \$

APPROVED: (Division Head) (Date) APPROVED: (Federal Grants) (Date)

APPROVED: Adam L. Layne (Department Director) (Date) 7-13-23 APPROVED: (Comptroller) (Date)