



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



**Req# 3731**

**DARLENE GREEN**  
Comptroller

DATE July 18, 2023

212 City Hall  
St. Louis, MO.

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

Trip To: Philadelphia Method of Travel: Air

Purpose: NASP 34th Annual Financial Services Conference Prior Approval By: Treasurer Adam L. Layne

	<u>Time</u>	<u>Day/Date</u>
Leave St. Louis <u>Sunday July 23, 2023</u>	7:55 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	<u>Sunday July 23, 2023</u>
Arrive <u>Sunday July 23, 2023</u>	11:05 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	<u>Sunday July 23, 2023</u>
Convention/Meeting Commencement	7:00 <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	<u>Monday July 24, 2023</u>
Convention/Meeting Adjournment	1:00 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	<u>Wednesday July 26, 2023</u>
Leave <u>Philadelphia - Wednesday July 26, 2023</u>	2:05 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	<u>Wednesday July 26, 2023</u>
Arrive St. Louis <u>Wednesday July 26, 2023</u>	3:30 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	<u>Wednesday July 26, 2023</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
	Sun-7/23	Mon- 7/24	Tues- 7/25	Wed- 7/26					
Fare	398.960								398.96
Registration	N/A								0
Limo - To Airport									0
Limo - From Airport									0
Breakfast		R	R	R					0
Lunch		10	R	10					20
Dinner		25	25	25					75
Hotel	146.57	146.57	146.57						439.71
Other:									0
									0
									0
									0
<b>TOTAL</b>	545.53	181.57	171.57	35	0	0	0	0	933.67

REMARKS:	Less Advance	
	Less Registration	
	Less Prepaid Fare	
	Amount Due	933.67
	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) 7-18-23 (Deputy Comptroller-Federal Grants) \_\_\_\_\_ (Date) \_\_\_\_\_  
(Department Head) \_\_\_\_\_ (Date) \_\_\_\_\_ (Comptroller) \_\_\_\_\_ (Date) \_\_\_\_\_



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

Dept./ Section: Parking Philadelphia Dept. No. 343

Destination: City Philadelphia State: RECEIVED

Purpose: NASP 34th Annual Financial Services Conference JUL 21 2023

COMPTROLLER'S OFFICE

**Convention/Meeting:** Commencement Time 7:00 AM Monday July 24, 2023 Adjournment Time 1pm AM Wed July 26, 2023  
 (Enclose a copy of Convention/Seminar/Meeting announcement with request).

**PROPOSED ITINERARY**

Departure Time: 7:55  AM  PM Day/Date Sunday July 23, 2023  
 Arrival Time: 11:05  AM  PM Day/Date Sunday July 23, 2023  
 Departure Time: 2:05  AM  PM Day/Date Wednesday July 26, 2023  
 Arrival Time: 3:30  AM  PM Day/Date Wednesday July 26, 2023

**TRIP EXPENSES TO BE PAID BY:**

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

Account No. 565400 Account Title Travel

	7/23	7/24	7/25	7/26
B	→	R	R	R
L	→	R	T	R
D	→	25	25	→

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 \$ 398.96 <sup>by travel of</sup> Limousine \$ 0.00  
 Hotel @ 146.57x3 /Night \$ 439.71 Others \$ \_\_\_\_\_  
 \*Registration \$ 0.00 Total \$ 933.67  
 \*Food \$ 50.00 ~~95.00~~

\*Indicate below meals covered by Registration Fees:

3 \_\_\_\_\_ Breakfasts 1 \_\_\_\_\_ Lunches 0 \_\_\_\_\_ 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) 7-18-23 (Date)

APPROVED: *[Signature]* (Comptroller) 7/24/23 (Date)