Advance Payment Approved: $  

Airline Tickets Required (Purchased Per): Yes  

Breakfasts  

Lunches  

Dinners  

Indicate below meals covered by registration fees:  

Food: $  

Registration: $  

Others: $  

Total: $  

Registration $  

Night $  

Hotel @ 3 @ Night  

$  

$  

Air Coach Fare $  

Limosine $  

ESTIMATE OF TRIP EXPENSES  

Indicate One-Way/Mileage if Traveling By Auto  

Method of Travel:  

Air  

Auto  

Bus  

Private Auto  

City Car  

TRAVEL EXPENSES TO BE PAID BY:  

(City Funds)  

(Special Funds)  

PROPOSED ITINERARY  

(Endorse a copy of Agenda/Workshops/Meetings Announced with Request):  

Convention/Meeting:  

Commitment Time:  

Arrival Time:  

Departure Time:  

Arrival Date:  

Departure Date:  

Purpose:  

State:  

Dept No:  

Office Telephone:  

Date:  

PAGE 07 2019
REQUEST FOR REIMBURSEMENT OF TRAVELING EXPENSES
(Note the Travel Regulations on Reverse Side)

DARLENE GREEN  DATE 7/17/19
Comptroller

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

Trip To: Philadelphia, PA  Method of Travel: Air
Purpose: Speaking Engagement - NetRoots Nation  Prior Approval By:

Leave St. Louis:  
Arrive: PHL: 
Convention/Meeting Commencement: 
Convention/Meeting Adjournment: 
Leave: PHL: 
Arrive St. Louis:

Time  
4: 15  PM
7: 30  AM
7: 35  PM
11: 10  AM

Day/Date  
Wednesday, 7/10/19  
Thursday, 7/11/19  
Sunday, 7/14/19  
Saturday, 7/13/19

Enter Expenses in Appropriate Date Column. Indicate "A" for Meals Served by Airline, "R" for Meals Provided by Registration.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day/Date</th>
<th>Day/Date</th>
<th>Day/Date</th>
<th>Day/Date</th>
<th>Day/Date</th>
<th>Day/Date</th>
<th>Day/Date</th>
<th>TOTAL</th>
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<td></td>
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<tr>
<td>Registration</td>
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<td>18:36</td>
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<td>0</td>
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REMARKS:  
Less Advance:  
Less Registration:  
Less Prepaid Fare: 1,104.85
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)  
(7/17/19)

(Deputy Comptroller-Federal Grants)  
(Date)  

(Comptroller)  
(Date)  

COMP-34 (Rev. 10/15 ML)

AUG 07 2013