

SR IA

Form #A-24 (08/30/95)

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: September 12, 2017

TO THE HONORABLE GOVERNOR & COUNCIL:

The Banking Department requests permission for 1 employee(s) or their designee(s) to travel to Baltimore, MD for 4 days of out of state travel status from Monday, October 2, 2017 to Thursday, October 5, 2017

Conference/Workshop/Seminar Title

AARMR 2017 Fall Training School: Mortgage Licensing

Purpose of Travel

Training

A request is being made, per Admin Rule 1102(H), for Emily Maxfield to receive a **\$870.00** Cash Advance to cover anticipated expenses while in Baltimore, MD.

Estimated Costs – Meals/Hotel/Mileage/Misc. – 870.89

The above travel costs will be paid from agency income, examination fees – 100% Other

Attendees and their Titles

Emily Maxfield, Asst Licensing Analyst

<u>Obj</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
500710	Common Carriers	\$ 97.00	Appropriation for Travel	\$ 50,000.00
500711	Per Diem in Lieu	\$	Amount Expended to Date	\$ 3,212.58
500712	Meals	\$ 192.00	Available Balance	\$ 46,787.42
500713	Hotels	\$ 550.95	Amount Requested for this Authorization	\$ 870.00
500714	Mileage	\$ 21.94	Estimated Balance Available	\$ 45,917.42
500715	Operation State Vehicle	\$		
500717	Miscellaneous	\$ 9.00	Appropriation Code 010-072-20430000-080	
500719	Registration Fee	\$	Source of Funds: 100 % Other – Examination Fee	
	Total	\$ 870.89		

Authorized Signature

Emelia Galdieri 9/14/17

Emelia A.S. Galdieri
Deputy Commissioner

Fiscal Information - Summary

Information included below is provided to give a complete breakdown for the total expected costs of the trip.

Common Carriers – Shuttle, airline bag charge and bus ticket	\$	97.00
Meals - 4 Days at \$48.00 - 75% for first and last day and lunch and dinner for two days	\$	192.00
Hotel - Rooms blocked off for conference	\$	550.95
Mileage - Mileage to and from bus station	\$	21.94
Miscellaneous Expenses – Maid	\$	9.00
	Total	\$ <u>870.89</u>