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

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: November 7, 2014

TO THE HONORABLE GOVERNOR & COUNCIL:

The Banking Department requests permission for 1 employee(s) or their designee(s) to travel to New York, New York for 5 days of out of state travel status from Monday, December 1, 2014 to Friday, December 5, 2014.

Conference/Workshop/Seminar Title

Out of State Examination

Purpose of Travel

To perform an examination of an out of state entity in New York, New York.

A request is being made, per Admin Rule 1102(H), for Ms. Denise St. Pierre to receive a **\$2,300.00 CASH ADVANCE** to cover anticipated expenses while performing the examination in New York, New York.

Estimated Costs – Meals/Hotel/Mileage/Misc - \$2,616.00

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

Attendees and their Titles

Denise St. Pierre, Bank Examiner

Fiscal Information - Summary

<u>Objt Description</u>	<u>Amount</u>		<u>Amount</u>
0710 Common Carriers	\$	Appropriation for Out-of-State Travel	\$ 50,000.00
0711 Per Diem in Lieu	\$	Amount Expended to date	\$ 18,893.51
0712 Meals	\$ 297.00	Available Balance	\$ 31,106.49
0713 Hotel	\$ 1,763.00	Amount Requested for this Authorization	\$ 2,616.00
0714 Mileage	\$ 256.00	Estimated Balance Available	\$ 28,490.49
0715 Operation State Car	\$		
0717 Miscellaneous	\$ 300.00	Appropriation Code 02-72-72-720510-20460000-080	
0719 Registration Fees	\$	Source of Funds: 100 % Other – Examination Fees	
Total	\$ 2,616.00		

Authorized Signature Ingrid E. White
Ingrid E. White
Deputy Bank Commissioner

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

Meals - Calculated based upon the GSA rate of \$66 per day for 3 days and 2 days at \$49.50	\$ 297.00
Hotel for 5 days quoted by Milne Travel Agency	\$ 1,763.00
Mileage	\$ 256.00
Miscellaneous expenses	<u>\$ 300.00</u>
	\$ 2,616.00