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

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: December 28, 2016

TO THE HONORABLE GOVERNOR & COUNCIL:

The Banking Department requests permission for 1 employee(s) or their designee(s) to travel to Austin, Texas for 5 days of out of state travel status from Sunday, February 12, 2017 to Thursday, February 16, 2017

Conference/Workshop/Seminar Title

Out of State NMLS Training

Purpose of Travel

To participate in the NMLS Annual Conference and Training

A request is being made, per Admin Rule 1102(H), for Rebecca L. Nelson to receive a **\$1,050** Cash Advance to cover anticipated expenses while in Austin, Texas.

Estimated Costs – Meals/Hotel/Mileage/Misc. – \$2,395.00

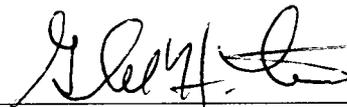
The above travel costs will be paid from agency income, examination fees – 100% Other

Attendees and their Titles

Rebecca L. Nelson, Program Specialist

<u>Obj</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
500710	Common Carriers	\$ 395	Appropriation for Out-of-State Travel	\$ 40,000
500711	Per Diem in Lieu	\$	Amount Expended to Date	\$ 13,227
500712	Meals	\$ 159	Available Balance	\$ 26,773
500713	Hotels	\$ 1,050	Amount Requested for this Authorization	\$ 2,395
500714	Mileage	\$ 26	Estimated Balance Available	\$ 24,378
500715	Operation State Vehicle	\$		
500717	Miscellaneous	\$ 70	Appropriation Code 010-072-20430000-066	
500719	Registration Fee	\$ 695	Source of Funds: 100 % Other – Examination Fee	
	Total	\$ 2,395		

Authorized Signature



Gerald H. Little
Commissioner

Fiscal Information - Summary

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

Common Carriers – Milne Travel Quote	\$	395
Meals - 5 Days, \$40.50 for First and Last Day (75%), 2/13/17 - 2/15/17 Dinner Only	\$	159
Hotel - Rooms Blocked by Sponsor	\$	1,050
Mileage - Mileage to and from Manchester Boston Regional Airport, Manchester, NH @ \$0.535 Per Mile	\$	26
Miscellaneous Expenses – Airport Parking and Maid Tip	\$	70
Registration Fees – NMLS Registration	\$	695
	Total	\$ <u>2,395</u>