

2A

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date April 18, 2013

TO THE HONORABLE GOVERNOR & COUNCIL:

The Banking Department requests permission
for 1 employee(s) or their designee(s) to travel to Richmond, Virginia
for 6 days of out of state travel status from Sunday, May 19, 2013 to Friday, May 24, 2013

Conference/Workshop/Seminar Title

Out of State Examination

Purpose of Travel

To perform an examination of an out of state entity in Richmond, Virginia for compliance with State and Federal Statutes.

A request is being made, per Admin Rule 1102(H), for Ms. Kathleen Sheehan to receive a **\$530.00 CASH ADVANCE** to cover anticipated expenses while performing the examination in Richmond, Virginia.

Estimated Costs – Airfare/Meals/Hotel/Mileage/Misc - \$ 1,447.00

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

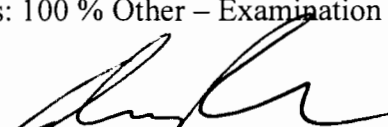
Attendees and their Titles

Kathleen Sheehan, Bank Examiner

Fiscal Information - Summary

<u>Objt</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
0710	Common Carriers	\$ 554.00	Appropriation for Out-of-State Travel	\$ 45,000.00
0711	Per Diem in Lieu	\$	Amount Expended to date	\$ 29,264.00
0712	Meals	\$ 336.00	Available Balance	\$ 15,736.00
0713	Hotel	\$ 500.00	Amount Requested for this Authorization	\$ 1,447.00
0714	Mileage	\$ 12.00	Estimated Balance Available	\$ 14,289.00
0715	Operation State Car	\$		
0717	Miscellaneous	\$ 45.00	Appropriation Code 010-072-20430000-080	
0719	Registration Fees	\$	Source of Funds: 100 % Other – Examination Fees	
	Total	\$ 1,447.00		

Authorized Signature



Glenn A. Perlow
Commissioner

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

Airfare – Milne Travel-State Contract Quote \$504 + \$50 Baggage Fee	\$ 554.00
Meals - Calculated based upon the GSA rate of \$61 per day for 4 days and 2 days at \$45.75	\$ 336.00
Hotel for 5 days quoted by Milne Travel Agency	\$ 500.00
Mileage to and from Logan Airport @ \$0.565 per mile	\$ 12.00
Miscellaneous expenses	<u>\$ 45.00</u>
	\$ 1,447.00