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REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: February 12, 2016

TO THE HONORABLE GOVERNOR & COUNCIL:

The Banking Department requests permission for 1 employee(s) or their designee(s) to travel to Boston, Massachusetts for 5 days of out of state travel status from Monday, March 14, 2016 to Friday, March 18, 2016

Conference/Workshop/Seminar Title

Out of State Examination

Purpose of Travel

To perform an examination of an out of state entity in Boston, Massachusetts.

A request is being made, per Admin Rule 1102(H), for Denise L. St. Pierre to receive a **\$1,496** Cash Advance to cover anticipated expenses while in Boston, Massachusetts.

Estimated Costs – Meals/Hotel/Mileage/Misc. – \$1,496.00

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

Attendees and their Titles

Denise L. St. Pierre, Bank Examiner

| <u>Obj</u> | <u>Description</u> | <u>Amount</u> | | <u>Amount</u> |
|------------|-------------------------|--------------------|--|---------------|
| 500710 | Common Carriers | \$ | Appropriation for Out-of-State Travel | \$ 60,000.00 |
| 500711 | Per Diem in Lieu | \$ | Amount Expended to Date | \$ 14,371.00 |
| 500712 | Meals | \$ 288.00 | Available Balance | \$ 45,629.00 |
| 500713 | Hotels | \$ 911.00 | Amount Requested for this Authorization | \$ 1,496.00 |
| 500714 | Mileage | \$ 70.00 | Estimated Balance Available | \$ 44,133.00 |
| 500715 | Operation State Vehicle | \$ | | |
| 500717 | Miscellaneous | \$ 227.00 | Appropriation Code 010-072-20460000-080 | |
| 500719 | Registration Fee | \$ | Source of Funds: 100 % Other – Examination Fee | |
| | Total | \$ <u>1,496.00</u> | | |

Authorized Signature


Ingrid E. White
Deputy Commissioner

Fiscal Information - Summary

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

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|--|--------------|--------------------|
| Common Carriers – N/A | \$ | 0.00 |
| Meals - 3 Days at \$64.00 Per Day, \$48.00 for First and Last Day (75%). Total of 5 Days | \$ | 288.00 |
| Hotel - Milne Travel Quote | \$ | 911.00 |
| Mileage - Mileage to and from Boston, Massachusetts @ \$0.54 Per Mile | \$ | 70.00 |
| Miscellaneous Expenses – Maid & Parking at the Hotel | \$ | 227.00 |
| | Total | \$ <u>1,496.00</u> |