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REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: December 28, 2015

TO THE HONORABLE GOVERNOR & COUNCIL:

The Banking Department requests permission for 1 employee(s) or their designee(s) to travel to Westlake Village, California for 5 days of out of state travel status from January 25, 2016 to January 29, 2016

Conference/Workshop/Seminar Title

Out of State Examination

Purpose of Travel

To perform an examination of an out of state entity in Westlake Village, California

A request is being made, per Admin Rule 1102(H), for Kathleen Sheehan to receive a **\$1,036.00** Cash Advance to cover anticipated expenses while in Westlake, California

Estimated Costs – Meals/Hotel/Mileage/Misc – \$1,516.00

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

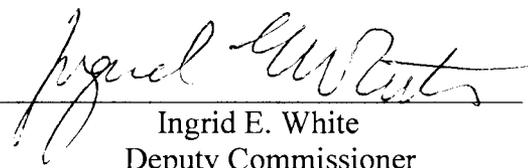
Attendees and their Titles

Kathleen M. Sheehan, Bank Examiner

Fiscal Information - Summary

<u>Objt Description</u>	<u>Amount</u>		<u>Amount</u>
0710 Common Carriers	\$ 480.00	Appropriation for Out-of-State Travel	\$ 50,000.00
0711 Per Diem in Lieu	\$	Amount Expended to date	\$ 9,127.00
0712 Meals	\$ 288.00	Available Balance	\$ 40,873.00
0713 Hotel	\$ 704.00	Amount Requested for this Authorization	\$ 1,516.00
0714 Mileage	\$ 7.00	Estimated Balance Available	\$ 39,357.00
0715 Operation State Car	\$		
0717 Miscellaneous	\$ 37.00	Appropriation Code 010-072-20430000-080	
0719 Registration Fees	\$	Source of Funds: 100 % Other – Examination Fees	
Total	\$ 1,516.00		

Authorized Signature



Ingrid E. White
Deputy Commissioner

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

Common Carriers – Milne Airfare quote	\$ 480.00
Meals – 5 Days at \$64.00per Day and first and last day at 75%	\$ 288.00
Hotel – Milne Travel quote at \$176.00 per day	\$ 704.00
Mileage – Mileage to and from MHT airport @ \$0.54 per mile	\$ 7.00
Miscellaneous expenses – MHT Parking and Maid	\$ 37.00
	<u>\$ 1,516.00</u>