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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 Washington, DC 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 Washington, DC.

A request is being made, per Admin Rule 1102(H), for Amanda Stewart to receive a **\$1,000** Cash Advance to cover anticipated expenses while in Washington, DC.

Estimated Costs – Meals/Hotel/Mileage/Misc – \$1,777.00

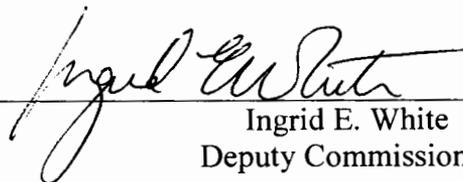
The above travel costs will be paid from agency income, examination fees – 100% Other

Attendees and their Titles

Amanda Stewart, Bank Examiner

<u>Obj</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
500710	Common Carriers	\$ 386.00	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	\$ 1,035.00	Amount Requested for this Authorization	\$ 1,777.00
500714	Mileage	\$ 57.00	Estimated Balance Available	\$ 43,852.00
500715	Operation State Vehicle	\$		
500717	Miscellaneous	\$ 11.00	Appropriation Code 010-072-20460000-080	
500719	Registration Fee	\$	Source of Funds: 100 % Other – Examination Fee	
	Total	\$ <u>1,777.00</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.

Common Carriers – Milne Travel Airfare Quote and Airport Shuttle	\$	386.00
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	\$	1,035.00
Mileage - Mileage to and from Airport @ \$0.54 Per Mile	\$	57.00
Miscellaneous Expenses – Maid and Tolls	\$	11.00
Total	\$	<u>1,777.00</u>