

2A JEV

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: September 18, 2013

TO THE HONORABLE GOVERNOR & COUNCIL:

The Banking Department requests permission for 1 employee(s) or their designee(s) to travel to Wallingford, Connecticut for 5 days of out of state travel status from Monday, October 14, 2013 to Friday, October 18, 2013

Conference/Workshop/Seminar Title

Out of State Examination

Purpose of Travel

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

A request is being made, per Admin Rule 1102(H), for Ms. Kathleen Sheehan to receive a **\$600.00 CASH ADVANCE** to cover anticipated expenses while performing the examination in Wallingford, Connecticut.

Estimated Costs – Airfare/Meals/Hotel/Mileage/Misc - \$ 712.00

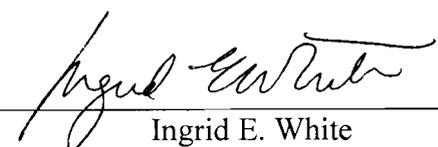
The above travel costs will be paid from agency income, examination fees – 100% Other

Attendees and their Titles

Kathleen Sheehan, Bank Examiner

Fiscal Information - Summary

<u>Objt Description</u>	<u>Amount</u>		<u>Amount</u>
0710 Common Carriers	\$	Appropriation for Out-of-State Travel	\$ 50,000.00
0711 Per Diem in Lieu	\$	Amount Expended to date	\$ 7,235.93
0712 Meals	\$ 252.00	Available Balance	\$ 42,764.07
0713 Hotel	\$ 448.00	Amount Requested for this Authorization	\$ 712.00
0714 Mileage	\$	Estimated Balance Available	\$ 42,052.07
0715 Operation State Car	\$		
0717 Miscellaneous	\$ 12.00	Appropriation Code 02-72-72-720510-20430000-080	
0719 Registration Fees	\$	Source of Funds: 100 % Other – Examination Fees	
Total	\$ 712.00		

Authorized Signature 
Ingrid E. White
Deputy Bank Commissioner

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

Meals - Calculated based upon the GSA rate of \$56 per day for 3 days and 2 days at \$42.00	\$ 252.00
Hotel for 5 days quoted by Milne Travel Agency	\$ 448.00
Miscellaneous expenses	<u>\$ 12.00</u>
	\$ 712.00