ITINERARY OF OFFICIAL TRAVEL

Name: Melissa Linden (3HS32)

Destination: Charleston, WV

Dates of Travel: February 16 – February 22, 2014

Account #: 2014 T 03W 30DC6 A3XKRS00
Purpose Code: _____

Travel Justification: Removal Assessment at Freedom Industries Chemical Spill (Charleston, WV Chemical Leak Site); travel via GOV

Departing From: Wheeling Residence

Travel Expenses (check all that apply):

	Estimated	Actual
Lodging **($102x nights)**	$612.00	
Lodging Tax	$73.44	
Per Diem **$51x5 + $38.25x2 days)**	$331.50	
Air Fare		
Air Ticket Fee ($4.35)		
Gov Trip Fee	32.00	
Rental Car		
Rental Car Gasoline		
POV Mileage ($0.585/mile)		
Parking	$0.00	
Tolls		

	Estimated	Actual
Transportation to/from Airport		
Public Transit (cab, train, etc)		
Business Calls		
Personal Calls		
Laundry		
Car Wash		
Registration Fee		
ATM Fee (1.9%)		
Supplies		
Other - baggage		
Total:	$1048.94	

Date/Time Travel Started: February 16, 2014 07:00

Date/Time Travel Completed: February 22, 2014 20:00

SECTION CHIEF SIGNATURE FOR LOCAL TRAVEL: _____