



CITY COUNCIL

CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII 96813-3065

BREENE HARIMOTO
Councilmember District VIII
Chair, Transportation and Transit
Planning Committee
Telephone: (808) 768-5008
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June 30, 2011

Memorandum

To: Council Chair Ernie Martin

From: Councilmember Breene Harimoto *BH*

Subject: HSAC Conference

I was unable to attend the recent HSAC Conference held on Maui due to personal illness. Registration fees and hotel payments were made with my credit card and transferred to Karen Scharfenstein's name so she could attend in my place. I will be submitting the Claim for Travel Reimbursement for the registration fees and hotel costs.

Please feel free to call me if you have any questions or require further information.
Thank you.

xc: Council Administration

City Council
City and County of Honolulu

CLAIM FOR TRAVEL REIMBURSEMENT

Date: June 30, 2011

Traveler: Councilmember Breene Harimoto
 Event: HSAC Conference *2011 Annual*
 Location: Grand Wailea Hotel, Maui
 Dates: From June 22, *2011* To June 23, 2011

Description	Amount	Notes:
1. Registration Fee	190.00 <i>155.00</i>	<i>Online receipt attached</i>
2. Airfare		
3. Hotel	575.01	<i>Receipt attached</i>
4. Meals		
5. Ground Transportation		
6. Tips	19.80	<i>Receipt attached</i>
7. Other	<i>35.00</i>	<i>Pacific Disaster Center mobile hour</i>
Other		
Other		
8. Adjustment		
TOTAL REIMBURSEMENT	784.81	

This is to certify that the above data, based upon receipts submitted to Council Administrative Support Services via a CCLTRVL02 form, is accurate. Further, I am claiming reimbursement for expenses associated with a trip in which City business was conducted and personal funds were used to advance payment.

Breene Harimoto

Signature of Traveler

June 30, 2011

Date