
OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM

TO: GOVERNOR
FROM: RILEY
SUBJECT: NAGB: COMPLETION OF FEDERAL FORM FOR DIRECT DEPOSIT OF TRAVEL REIMBURSEMENTS
DATE 10/18/01
CC: FILE

NAGB has sent the attached form and requested that you complete it so that your travel reimbursement checks can be electronically transferred to either your checking or savings account. According to NAGB, they are doing this at the request of the Travel Support Group in the Department of Education.

I need some information from you before I can complete (type) the form. You must designate whether you want the check deposited into a checking or savings account. Please check the box you desire (checking or savings) and then either fill in the account number or provide it below for me to type on the form.

Account number _____

How is your name listed on your account?

Name on account _____

Is the address on your account that of the office or do you list the mansion? If it is the office, is it the street or the P.O. address?

Office (street) _____

Office (P.O.) _____

Mansion _____

You will need to sign and date the attached form where denoted.

Your bank has to complete Section 3 of the form. To whom would you like me to take the form for completion?

Banker _____

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SUBJECT: NAGB: DIRECT DEPOSIT OF TRAVEL REIMBURSEMENTS
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Per your response to my earlier memo to you on this subject, I called Dora Drumgold at NAGB and told her that you did not want electronic transfer of your travel reimbursements.

According to Drumgold, electronic transfer/direct deposit is a new government-wide requirement. There will be no more checks issued. She said that electronic transfer is a must for travel reimbursements.

In the past, you have incurred meal and room incidental expenses (phone, fax, etc...) when you are traveling to and from NAGB meetings. Your air and your hotel are paid directly by NAGB.

As I see it, you have two options:

- 1) Don't claim any travel expenses through NAGB. I have checked with Felicia and you can be reimbursed for any expenses through the office. You would be allowed the daily per diem for meals and then actual incidentals.
- 2) Decide to claim reimbursement through electronic transfer. Should you choose this option, I will send you the earlier memo denoting the information that I need from you to complete the form.

Please advise as to what you wish to do regarding this matter.