

Memo

To: John Poteat
From: Kelly Riley
Date: April 21, 2003
Subject: Travel Reimbursement for School Finance Project Meeting

It was a pleasure to put your face with your name at the recent School Finance Project meeting in Lexington. I think the regional proposal has a great deal of potential. I am working with Peggy and Judy on Mississippi's state initiative.

I have attached my expense report for the costs my office incurred in my travel to the meeting. You'll notice that the Governor's Office should be reimbursed \$465.50 for the cost of my airline ticket, as the office paid for my ticket. I should be reimbursed \$68.29 for expenses related to my meals, transportation and parking. Both checks may be sent to my attention and I will direct the office check to our accounting division.

Please don't hesitate to contact me at 601-359-2528 if you have any questions. Thanks for your assistance in this matter. I hope you have a good week!

*John Poteat
Public School Forum of North Carolina
3739 National Drive, #210
Raleigh, NC 27612*