

Memo

To: Cardella Graves
From: Kelly Riley, Policy Liaison
Date: February 4, 2002
Subject: Travel Reimbursement for Travel to 1/30/02 IDEA Workgroup Meeting

I have attached my expense report for the costs my office incurred in my travel to last week's IDEA workgroup meeting. You'll notice that the Governor's Office should be reimbursed \$446.50 for the cost of my airline ticket, while I should be reimbursed \$198.41 for expenses related to my hotel, 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!