
**OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM**

TO: SENIOR STAFF

FROM: JOHN O. GILBERT

RE: CORPORATE CREDIT CARDS

DATE: MARCH 27, 2000

Please advise if you would like an American Express corporate credit card in your name by contacting the administrative office by March 31, 2000. The purpose of the corporate credit card is to help with the up front cost of travel expenses. Expenditures that may be charged include any approved travel related business, including hotel reservations and payments, conference registration(s) and meals.

Please be aware that each employee is responsible for payment of his or her personal corporate card and travel reimbursement procedures are still to be carried out through the administrative office.

If you have any questions, please contact me or Ashley Turnipseed.

Thank you.