

Memo

To: Joyce Tallman, Assistant to Mark Musick
From: Kelly Riley, Policy Liaison
Date: December 18, 2001
Subject: Travel Reimbursement for Travel to 12/14/01 SREB Executive
Committee Meeting

Thank you again for all of your assistance in my attending last week's meeting. I have attached my expense report for the costs my office incurred in my travel. You'll notice that I provided "Office of the Governor" as the name to whom the reimbursement should be made out. Our fiscal agent actually charged my airline ticket to our office's American Express account, so the office, rather than me, needs to be reimbursed.

Please don't hesitate to contact me at 601-359-2528 if you have any questions. Thank you. Merry Christmas!