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OFFICE OF GOVERNOR RONNIE MUSGROVE  
INTEROFFICE MEMORANDUM

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**TO:** ELLIOTT  
**FROM:** RILEY  
**SUBJECT:** TRAVEL FOR NGA EDUCATION POLICY ADVISORS MEETING IN LOS ANGELES  
**DATE:** 3/24/2003  
**CC:** FILE

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I need airline tickets to Los Angeles next Thursday, April 3 and returning to Jackson that Sunday, April 6. I'll be attending NGA's Policy Institute for Education Advisors. I've already booked my hotel. NGA covers all expenses and will reimburse us for the plane ticket.

I need to fly into Los Angeles International Airport. Since LA is 2 hours behind us, I'd like to fly out of Jackson around 10:00 a.m. Thursday morning (i.e., not at 6:30), but I understand if my options are limited. My meeting wraps up at 1:00 Sunday, so I could leave Los Angeles around 3:00 (giving 2 hours for the airport), but I can certainly leave earlier in order to get back here Sunday night.

Please let me know if you need anything else. Thanks!