
OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM

TO: GAVIN
FROM: RILEY
SUBJECT: FLIGHT RESERVATIONS FOR OCTOBER 29-31 ARC MEETING
DATE: 10/10/02
CC: FILE

The Appalachian Regional Commission is hosting its annual education conference, "Education and the Community: Fostering Mutual Support," October 29-31, 2002, in Knoxville, Tennessee. They have invited all governors' education advisors to attend the meeting. Bill will also be attending this meeting.

The ARC will reimburse me for all of my travel costs, including airfare and lodging. However, I have to make my own travel arrangements.

I will need a flight on Tuesday, October 29, from Jackson to Knoxville's McGhee Tyson Airport in Knoxville, TN. I have an event at 6:00 p.m. that evening. I will need a return flight home to Jackson the morning of Thursday, October 31.

I'm also attaching my travel authorization form.

Thanks!