
**OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM**

TO: GAVIN
FROM: RILEY
SUBJECT: TRAVEL TO WASHINGTON ON THURSDAY, 9/19 AND HOME ON SATURDAY, 9/21
DATE: 9/6/02
CC: FILE

I've attached the logistics memo that I received yesterday. I just need you to book my flight. Here are the details:

- I need to fly from Jackson into Dulles Airport on Thursday, September 19. I need to be at my hotel by 6:30 p.m.
- I need to fly home to Jackson out of Dulles on Saturday, September 21. My meeting wraps up at 4:00, so a 6:00 or later flight would probably be the best, if possible.
- Accountability Works will reimburse us for my travel. They expect the cost not to exceed \$400 and I need to call them if the ticket is going to cost more than that.

THANK YOU!!!!