
OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM

TO: ALL STAFF
FROM: JOHN O. GILBERT
SUBJECT: OUT OF STATE TRAVEL
DATE: 3/7/2000
CC:

Attached you will find the travel reimbursement form and the out-of-state travel authorization form to be used by this office. Any out of state travel must be accompanied by a completed travel authorization form. If you have already submitted travel reimbursement forms for out of state travel, please fill out a travel authorization form and submit to me as soon as possible to complete your requests. If you have any questions, please feel free to contact me at 359-3161.

Thank you.