

Memorandum

To: Shelton Vance

From: Mendal Kemp

Subject: Travel Expenses for Gina Kelley

I request approval for Gina Kelley to attend the Veterans Town Hall and Outreach Event in Columbus, MS on May 22, 2018. We are planning an event similar to this one in August and this would help us with our plans. Mrs. Kelley will drive her personal vehicle on this one day trip. Expected expenses: mileage $280 \times .18 = \$50.40$, noon meal \$12:00. (Total - \$62.40)

Mendal Kemp
Veteran Service Officer