

August 6, 2024

MEMORANDUM

TO: Greg Higginbotham, Madison County Administrator
FROM: Mendal Kemp, Veterans Service Officer
SUBJECT: Fall 2024 County VSO Training
September 24-27, 2024
Camp Shelby, Mississippi

Mississippi Code 35-3-21 requires the County Veterans Service Officers to attend training provided by the MS State Veteran Affairs Board and pass a written exam each year. Training for FY 2025 will be held at Camp Shelby September 24-27, 2024. Casey Davis and I must attend this training in order to maintain our Accreditation/Certification and to better serve the Veterans of Madison County. The cost of this training is within our approved budget. Estimated cost is as follows:

Mendal Kemp – Lodging ($\$42.00 \times 4$ nights) = $\$168.00$; Meals ($\46.00×4 Days) = $\$184.00$; Mileage (300 miles $\times .625$) = $\$187.50$

Casey Davis – Lodging ($\$115.00 \times 4$ nights) = $\$460.00$; Meals ($\46.00×4 Days) = $\$184.00$; Mileage (300 miles $\times .625$) = $\$187.50$

Total cost to the County: **$\$1,371.00$**

Your approval is greatly appreciated.