

TO: Shannon Brooks, Treasurer  
Celeste Jordan, President  
Miranda Sturdivant, Office Manager



FROM:

RE: Reimbursement for mileage (submit within 2 weeks of meeting or conference)

**Date of meeting or conference:**

**Name of meeting or conference:**

**Parking fees (scan receipt):**

**Total mileage** (please include a screen shot of google mileage from your home to meeting location):