

SAMPLE of APPROVAL MEMO

Below is a sample of the approval memo you will receive once your travel form is approved.

At this point you will also be notified of the next steps in the travel process.

Providence Public Schools Budget Office

To:

FROM: Non Public Federal Budget Office – Jennifer DiZoglio

DATE:

Re: **Approved Travel Proposal** – Enclosed is your approved travel proposal form for your travels to from to , PPSD Travel Guidelines, Tips About Your Travel, and Travel Request Reimbursement Procedures. Please take some time to review these documents before your trip and become familiar with our policies. You're daily meal allowance in is per day. As a reminder, all **original receipts** must be submitted with corresponding bank/credit card statements for reimbursement. **DO NOT BLACK OUT OR WHITE OUT ANY ITEMS ON YOUR RECEIPTS.** Again, all original receipts must be submitted for reimbursement and all meal receipts **must be itemized**. All submitted receipts must have either your name or the last 4 digits of the card number you have used for payment. If you have any questions, please contact me. I can be reached at 401-456-9100 ext. 11114.