



MEMORANDUM

DATE: 5/22/2017

TO: Tulsa County Clerk

Cc: BOCC

FROM: Tracy Lane, CED, Tulsa County

A handwritten signature in cursive script, appearing to read 'Tracy R. Lane', written over the 'FROM:' line.

RE: Out of County Travel Request

I am requesting out-of-county travel reimbursement for the following:

Kenda Woodburn

Name

Totusek Animal Science arena 2720 West McElroy Stillwater, OK 74074

Destination

Annual Agricultural In service training for Horticulture

Reason

May 24, 2017 7 am to 6:30 pm

Time Frame

71.3 miles x 2 = 142.6 x \$0.47 = \$67.02

Approximate Cost

personal vehicle

Mode of Transportation

Funds for this request are available in our County budget. Thank you for your attention to this request.



MEMORANDUM

DATE: 5/22/2017

TO: Tulsa County Clerk

Cc: BOCC

FROM: Tracy Lane, CED, Tulsa County

Tracy Lane

RE: Out of County Travel Request

I am requesting out-of-county travel reimbursement for the following:

Kenda Woodburn

Name

358 Ag. Hall

OSU Botanical Garden Stillwater, OK 74078

Destination

Annual Agricultural In service training for Horticulture

Reason

May 25, 2017 6:30 am to 6:30 pm

Time Frame

70.7 miles x 2 x \$0.47 = \$66.46

Approximate Cost

personal vehicle

Mode of Transportation

Funds for this request are available in our County budget. Thank you for your attention to this request.