

Lawana Downs

From: Kelly Lindell
Sent: Wednesday, August 30, 2017 2:34 PM
To: Sharon Adams; Bryce Thompson
Cc: Jessica Shaw; Monika Arris; Aimee Moreno; Linda Riggs
Subject: Budget Amendment for Mileage

I am unable to process any mileage reimbursement due to insufficient/available budget.

- 001-5070-641-4901-has negative balance of (\$17.93) for the category.

Please contact the Budget Office to discuss a budget amendment for the account number above. Please included any remaining mileage reimbursement for FY 2017. Once a budget amendment has been processed I will be able to process all future mileage reimbursements.

Thank you for your time and assistance. If you have any questions, please call x4693.

Thank you,
Kelly Lindell
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