



Guardsman

MEMORANDUM

Guardsman Group Training Centre

2c West Ivy Green Crescent

Kingston

To: Natalie Levy-Dawes
Financial Controller- **Finance Shared Services**

From: Judith McLean-Dennis
Training Manager

Date: November 09, 2022

Re: Toll fees and Per-diem- Herral Halsall

Kindly Provide Toll fee to facilitate **Three Round Trip, @ \$1900 per trip** and **Per-diem @\$2,000 for Fifteen (15) days** for Herral Halsall who will be conducting Basic Security Training in St Ann for the period.

November 15-December 01, 2022

Toll Class 1 (3 round trips)

(15 days) Per-diem

\$1900x6=\$11,400

\$2000x15=\$30,000

Please make payments to Mr Halsall's account.

Regards,