



Guardsman

MEMORANDUM

Guardsman Group Training Centre

2c West Ivy Green Crescent

Kingston

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

From: Judith McLean-Dennis
Guardsman Group Training Centre Manager

Date: November 14, 2022

Re: Toll fees and Per-diem- Richard Robinson

Kindly Provide Toll fee to facilitate **One Round Trip, @ \$1900 per trip and Per-diem @\$2,000 for Two (2) days** for Richard Robinson who will be conducting Customer Service Training in Montego Bay for the period

November 18-19, 2022

<u>Toll Class 1 (1 round trip)</u>	<u>(2 days) Per-diem</u>
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\$1900x2=\$3,800

\$2000x2=\$4,000

Please make payments to Mr Richard Robinsons's account.

Regards,