

Department		Memorandum
Date:		
From:	John Doe Assistant	
Subj:	Travel Request	
To:	Director	
1.	In accordance with Secretary DMV, Essential Employee Travel Memorandum dated June 29, 2017, the following interim guidance has been prepared.	undefined

Department		Memorandum
	undefined	undefined
2.	The following personnel will be traveling between March 01-31, 2019; based on various modes of travel at government accommodations. Please see attached listing.	undefined
	undefined	undefined
3.	The following is a cost estimate	undefined
	undefined	undefined

Department		Memorandum
4.	4. Please list all alternatives/substitutes reviewed and considered related to DMV personnel travel	undefined
	undefined	undefined
5.	The travel allows government personnel to provide oversight to contractor's implementation of DMV activities .	undefined
	undefined	undefined

Department		Memorandum
Supervisory Review	Approved	Denied
Final Approval:	Approved	Denied
Signature:		