

DIVISION OF PARKS AND RECREATION

April 5, 1985

STAFF DIRECTIVE 85-8

TO: Section Chiefs, LWCF Managers

FROM: William W. Davis, Director

SUBJECT: Travel Activities

Effective April 12, 1985, you will prepare a weekly travel report for all employees in your charge, including yourself. Use the attached format and provide a completed copy by 3 p.m. on each Friday to Martha Williamson. Field operations personnel stationed outside the Raleigh office are not to be included in the report. The report should be for travel in the upcoming week, not for the week ending on Friday.

Trips not listed must be approved by the Section Chief before being undertaken. The Section Chief will file an amended weekly travel report with an explanation.

Thank you for your assistance.

WWD/jw

Attachment