

DIVISION OF PARKS AND RECREATION

February 13, 1990

STAFF DIRECTIVE 90-2

TO: Deputy Director
Section Chiefs
Public Information Officer
Budget Officer
Personnel Technician

FROM: Dr. Philip K. McKnelly, Director ~~
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SUBJECT: Amendment to Staff Directive 85-8--Travel Activities

Effective February 15, 1990, a travel report (attached format) will be prepared by the above-specified staff and submitted to the Administrative Assistant by 5:00 p.m. on each Thursday. The report should be for travel in the upcoming week, not for the week ending on Friday.

If there is a change in travel plans, please notify the Administrative Assistant.

PKM/jas

WEEKLY TRAVEL REPORT

Section:

Travel Period From

to

DATE

PERSON

DESTINATION

PURPOSE