

Memorandum

To: Lauderhill Finance Department

From: Denise Grant

Reimbursement Checks Enclosed and Apology for Delayed Payment

I apologize for the delay in payment and sincerely regret any inconvenience caused. Enclosed are two reimbursement checks:

1. Mileage Reimbursement Check:

Amount: \$1,125

Purpose: Payment for mileage to and from Lauderhill to

Tennessee at a rate of 0.625 per mile.

2. Children's Week Trip Reimbursement Check:

Amount: \$567.50

Purpose: Payment for the 2023 Children's Week trip from

Lauderhill to Tallahassee.

Thank you for your consideration.

Sincerely,

Denise D. Grant

