

## MEMORANDUM

To: DFA- Bureau of Financial Control

From: Dr. David C. Cole  
Chief of Staff

Re: Travel Schedule

In compliance with the state of Mississippi regulations governing the use of contract air fare, this memo requests an exemption for Donna Simmons. Donna Simmons' schedule did not permit the use of the contract carrier for her trips on February 23-24 to Cincinnati, Ohio 23-24 and March 1-3 to Coral Gables, Florida.

Details of both trips were unable to be worked out until last minute arrangements had to be made. This made transportation arrangements not using the state contract agency necessary which in turn also made the air fare cost higher than state contract price.

Thank you.