



Locklin Tech
Knowledge that Works

May 23, 2012

Mr. Tim Wyrosdick
Superintendent of Schools
5086 Canal Street
Milton, Florida 32570

RE: Increase In-County Travel Cap Request

Dear Mr. Wyrosdick,

This letter is a request for an increase in In-County Travel for the following Locklin Tech employee:

Larry D. Penton, ICE Coordinator, ID# 332607200

Mr. Penton acquired additional duties, relative to apprenticeship training, that has required him to visit and work with businesses beyond his normal schedule.

We are requesting a \$300.00 increase.

Your time and consideration is greatly appreciated.

Sincerely,



Charlin Knight

CK:ck