



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 ~~two~~^{three} Locklin Tech employees:

Myra Lewis - ID#249512150
Jessica Fillingim - ID#348312240
Jennifer Hines - ID#957510120

These three ladies are WIA Career Specialist and part of their job is traveling to the various high schools, and middle schools recruiting and servicing students for the Youth Services Program. They are required to meet with the students at least once per month. They visit the worksites once per month to collect the student time sheets as well as meet with the student's supervisors to gather progress information concerning the students. They also deliver the student's paychecks once per month.

We are requesting increase as follows:

Myra Lewis - \$500
Jessica Fillingim - \$400
Jennifer Hines - \$900

Your time and consideration is greatly appreciated.

Sincerely,

Charlin Knight

CK:ck