

**TRANSMITTAL SLIP**

ROUTE TO:	NAME	ROOM	BUILDING
1.	Mr. Allen		
2.			
3.			
4.			
5.			
6.			

- Action                       As requested                       Surname  
 Approval                       Signature                       Your information

Prepare reply for signature of \_\_\_\_\_

## REMARKS:

Attached is the travel voucher for your trip to Washington 10/28. Please sign, retain your carbon and return the original to me.

Also attached is a per diem claim sheet on which you may record any time devoted to this assignment during the period 11/6-19.

I hope the personnel documents arrived on schedule.

FROM (Name)

Mary R. Carlsen

DATE 11/11