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**MEMORANDUM**

To: Satellite Instructors Listed Below

From: Lenora Thompkins, Administrative Consultant

Cc: Dr. Atlas Helaire, Dr. Jennifer Pesavento

Date: August 29, 2017

Subject: Mileage Reimbursement

Please be advised of the following guidelines for Mileage Reimbursement:

* Mileage will be paid for travel from your assigned Satellite worksite to the SoCal ROC (Center) worksite.
* Mileage will be paid for travel from SoCal ROC (Center) worksite to your assigned Satellite worksite.
* Mileage reimbursement will apply for assignment on Monday – Thursday only.
* Friday classes taught at the Satellite worksite **will not** be covered under the mileage reimbursement policy, since travel from home or personal dwelling to a worksite is not eligible for mileage reimbursement.
* A mileage reimbursement form must be completed and turned in to Lenora Thompkins, by the end of each month.

If you have any questions, please give me a call at 310-344-3339 (cell), 310-224-4200 Ext. 204 (office), or email me at ljthompkins@att.net.

Instructor List

Giti Aziti – El Segundo

Jenice Garcia – Morningside

Sheronda Gonzales – City Honors

Sylvia Owens – South High

Robert (Bob) Schuchman – City Honors

Lori Smith-Hilman – South High