**MEMORANDUM**

**TO:** Monica Summers, Vice President of Sales

**FROM:** Jake Mitchell, Administrative Support

**CC:**

**DATE:** December 5, 2014

**SUBJECT:** Travel Expenses

It has come to my attention that some of the employees are not filling out their Travel Expense reports correctly. All of their correct totals can be found on the Excel sheet attached.

The employee who spent the most on travel expenses was Lonnie Phillips, while Lonnie McBride spent the least amount of money. The results from my report show that the mileage was the most expensive category overall. The telephone bill was by far the least for the employees.

The total for the four employees came out to be $1,421.38. This number can be lowered if employees are not as wasteful with how they spend the company’s money.

If you have any additional questions for me, please let me know and I would be glad to answer those questions with you. Thank you for using your time to read this.

j.m.

**Brown Company Employee Travel Expenses**

