



City of Las Cruces®

PEOPLE HELPING PEOPLE

TO: Rosie Duran, Disbursements Supervisor

FROM: Barbi Narvaez, Executive Assistant to the City Manager *BN*

DATE: October 8, 2009

SUBJECT: Travel – Santa Fe and Albuquerque, NM - REVISED

Please be advised Terrence Moore left Las Cruces at 7 a.m. on September 25, 2009. He traveled back to Las Cruces on September 27, 2009 at 4 p.m. Attached you will find receipts for fuel and the hotel. Not knowing what time the meetings would end on September 26, 2009, the hotel had an open reservation. The meetings finished at 4 p.m. He decided to stay overnight instead of driving home at night. He will reimburse the city for the extra night. He did not use the city purchasing card for meals; therefore he will need to be reimbursed via per diem method for meals. If you have any questions or require any further information please give me a call at 541-2076.