



# City of Las Cruces<sup>®</sup>

PEOPLE HELPING PEOPLE

**TO:** Rosie Duran, Disbursements Supervisor

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

**DATE:** September 29, 2009

**SUBJECT** Travel – Santa Fe and Albuquerque, NM

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. 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.