

**From:** Eagle, Archibald  
**To:** Doe, John  
**Subject:** Candidate Smith -- Reimbursement of Travel Expenses  
**Date:** Thursday, July 23, 2020 8:40:29 AM  
**Importance:** High

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Greetings:

I am requesting your approval of the following reimbursement request for the travel expenses incurred by Candidate Smith:

Search Position #: A20007A3

Position Title: Mascot Specialist

Fund Org to be Charged: 10001 03090

Reimbursement Item(s)/Amount(s):

- Bag fee (\$60)
- Airport parking (\$45)

Thank you.

Sincerely,  
Archibald Eagle