[MS-0234.002.011.056]

INTEGRATION TASK FORCE

TO: ITF Members

FROM: Hal Brown

SUBJECT: REIMBURSEMENT FORM

DATE: March 12, 1980

The enclosed form has been approved by Bill and several should be given to your monitors as soon as possible. You should keep some forms for your own reimbursements as well. Also enclosed is an explanation of how the form should be completed. Please discuss this with your monitors. I would appreciate your forwarding to me any suggestions for the improvement of this form and the reimbursement procedures.

Hal

HAL BROWN

HB:amc

Enclosure

EXPLANATION OF REIMBURSEMENT FORM

1. Type of Activity: These need not be in great detail. Monitors should merely state "monitoring at _____ school." Task Force members can state the specific activities or consolidate them into general categories.

2. Date(s): This form is to reflect what has been done during a particular month. Monitors merely state the month and year. Task Force members can give specific dates if this does not cause an inconvenience; otherwise, the month and year will suffice.

3. No. Hours: Monitors should approximate the number of hours given to monitoring activities during the month. A minimum of sixteen hours per month is expected.

4. No. Miles: Monitors should not state number of miles. This item is for Task Force members only if they are requesting mileage reimbursement.

5. Other Expenses: This item is for Task Force members only. The monthly allotment to monitors should cover all expenses.

6. Signature: Please sign the completed form and forward it to:

   Anna Cazares, Secretary
   Integration Task Force
   County Courthouse
   220 W. Broadway, Room 5005
   San Diego, California 92101

   The form must be signed and received by Ms. Cazares before a check is issued.

3/12/80