



MEMORANDUM

FROM: Brigitte Baeuerle, Assistant Director for Operations
DATE: 23 June 2015
REG: Use of Personal Car Policy and Travel Reimbursement for (PECAN)

A handwritten signature in black ink that reads "Brigitte Baeuerle".

A travel policy, dated 10 November 2014, was developed and distributed within EOL to address the use of personal cars during the PECAN field campaign (1 June – 15 July 2015). The full text of the policy can be found at

https://www.eol.ucar.edu/projects/pecan/documents/EOL_PECAN_Travel_policy_Nov_10_2014.pdf

Staff who chose to drive their personal cars to/from Hays will be reimbursed the cost of a round trip airline ticket from Denver, CO to Hays, KS. The reimbursement amount of \$218.00 was determined by the cost of the ticket during the first week of April 2015.