



Leech Lake Band of Ojibwe

Arthur "Archie" LaRose, Chairman
Donald "Mick" Finn, Secretary/Treasurer

District I Representative
Robbie Howe-Bebeau

District II Representative
Steven White

District III Representative
Eugene "Ribs" Whitebird

MEMORANDUM

DATE: DECEMBER 21, 2011
TO: LLBO TRAVELER
FROM: SUE ROBINSON, A/R TRAVEL CLERK *Sue*
CC: FILE
SUBJECT: CLOSEOUTS NEEDED

Be advised that ALL travel advances with a return date on or before November 29, 2011, need closeouts into Accounting by December 27, 2011. Closeouts should be submitted no later than 10:00 am.

All travel advances not closed are subject to 100% payroll deduction on December 29, 2011. There will be no exceptions.

Any questions, please call me at 3647 or Ashley at 8227.