From: Jaime Matthews <JMatthews@ashevillenc.gov>
Sent: 9/6/2013 5:09:59 PM
To: 'john@miallformayor.com'
Cc: councilgroup, Gary Jackson, Gwen Wisler, John Miall, Jonathan Wainscott, Martin Ramsey, Mike Lanning
Subject: Bike summit request
Attachments: Balltravel.pdf, emails.pdf, Manheimertravel.pdf, Bicycle Infrastructure Best Practices Workshop.doc

---

Dear Council Members and Candidates,
As a clarification to the email below, the travel authorization process usually includes a reimbursement form after the trip. Please note that Vice Mayor Manheimer's travel authorization does not include this form because there was not a request for a reimbursement from the city.

Thank you,
Jaime

From: Jaime Matthews
Sent: Friday, September 06, 2013 4:23 PM
To: 'john@miallformayor.com'
Cc: councilgroup; Gary Jackson; Brian Postelle; Gwen Wisler; John Miall; Jonathan Wainscott; Martin Ramsey; Mike Lanning
Subject: FW: Bike summit request

Dear Mr. Miall,
Per your request for information regarding the Bicycle Infrastructure Workshop, I have attached the following documents:

- Emails related to travel and event
- Event Agenda
- Cathy Ball and Vice Mayor Manheimer Travel Authorizations

Thank you,
Jaime