



COLLEGE OF MICRONESIA-FSM

P.O. Box 159

Pohnpei FM 96941

Date: Wednesday 11 August 2010

MEMORANDUM

To: Vice President Administration
Attention: Director Maintenance

From: Vice-President Instructional Affairs ____

Subject: Field Trip Request

The Department of Instructional Affairs instructor:
who is currently teaching the course:
is requesting transportation and other support to take his
students on a field trip to

Dana Lee Ling
SC/SS 115 Ethnobotany
24
Pohnpei Campus/Traditional
Plants of Pohnpei
ethnobotanical garden.

at **3:30** on **Tuesday 31 August 2010.**

for the purpose of **learning about the culturally significant healing plants of Pohnpei.**

He will need **appropriate transport** to take this trip. If agreeable, please make the necessary arrangements as proposed. Thank-you.

Instructional Affairs

(IA use only)

Received by: _____ Date: _____ Action taken: _____

Administrative Affairs

(AA use only)

Received by: _____ Date: _____ Action taken: _____

Division of Facilities and Maintenance

(DFM use only)

Received by: _____ Date: _____ Action taken: _____