



# COLLEGE OF MICRONESIA-FSM

P.O. Box 159

Pohnpei FM 96941

Date: Thursday 1 December 2011

## 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  
at **3:30 on Thursday 01 December 2011.**  
for the purpose of **performance of an ethnobotanic cultural ceremony.**

**Dana Lee Ling**  
**SC/SS 115 Ethnobotany**  
**24**  
**Omer, Sokehs (Nihco marine)**

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: \_\_\_\_\_