

To Staff Members: Project Manager's & Assistants & Admin

Please ensure all LOA & Accommodations are processing directly to each job individually, as we need to ensure project costing are reflected correct, and expenses for the clients are not expenses for Valley.

No more cash will be issuing for LOA & Accommodations, therefore please send an email to myself and Alice requesting the transfer of cash into the account of the person responsible for the distributing of the funds to the staff members.

**Please Note:** This letter will be on the server as a guide line.

**REQUEST FOR LOA OR ACCOMODATION FUNDS – THE FOLLOWING INFORMATION IS NEEDED VIA EMAIL:**

- 1) Job Name & Number
- 2) Amount of Staff and days
- 3) Value for each staff
- 4) Total Value to be Transferred

**E.G** JOB – VREDENBERG (J-105784)  
4 Staff X R140.00 X 6 DAYS  
(Total R3 360.00)

For any information, please don't hesitant to contact me at the above number.

Kind Regards



Matthew Miller  
(MD)