

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

**02 December 2019**

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.

Please send an email to me, requesting the transfer of cash into the account of the person responsible for the distributing of funds to the rest of the staff members involved in the project, and always include Alice as well.

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

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

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

**E.G**

Project Name & Number: **Weskus Mall (J-108498)**  
No. Of Staff: 3 (Jafta & John & Welcome)  
No. Of Days: 2  
Value for each Staff member: R150.00  
Total Value to be transferred: **R900.00**  
Transfer into Banking Details: **Jafta De Vlam**

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

Kind Regards

Matthew Miller  
(MD)