

**From:** Burton, Kenneth <krburton@aging.sc.gov>  
**To:** Morris, Stevesmorris@aging.sc.gov  
**Date:** 2/14/2017 7:53:35 PM  
**Subject:** Meeting with SCEIS

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Steve,

I have a meeting at 2 PM on Wednesday February 15, 2017 at SCEIS to discuss set up the proper roles for Lisa Crosby, Paula Wingfield, and myself to ensure compliance with segregation of duties.

Since this is a local trip, not asking for reimbursement, and will not return back to the office, I have not submitted a travel form. It is on my calendar. Do you want a travel document? I do not see a need for it but will follow your instructions.

Thanks

Ken