**THE BORDERS, TRADE, AND IMMIGRATION INSTITUTE**

*A Department of Homeland Security Center of Excellence*

4849 Calhoun Road

Houston, Texas 77204

*insert date*

Memorandum to Director, BTI Institute

From: *insert name and title of submitting official*

Subject: Request BTI Fellow Support - *include date and title of assignment*

I request the support of BTI Fellow *insert name* for assignment from *include date* to *include date at identify location(s).*

The purpose of this assignment is to *insert purpose and description of work requested*.

*Insert name* is qualified for this assignment due to *insert justification*.

As a result of this work, *insert name* will provide the following deliverables:

* Trip Report
* Synopsis of meeting(s) attended
* *Add deliverables*

As part of this assignment, the BTI Fellow will be provided:

* Travel. *Insert specifics.*
* Lodging*. Insert specifics.*
* Per Diem. *Insert specifics.*
* Compensation at $\_\_ per hour/ or $\_\_ total for accomplishment of aforementioned deliverables.

*Identify the individual* will oversee the work of *insert name* to ensure that this work is accomplished to standard and in timely fashion.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Insert Name and Title of Submitting Official

 Approved  Disapproved

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ioannis Kakadiaris, Director Date

*Note: BTI Fellows will not be compensated for work without the prior signed approval of the Director, Borders, Trade, and Immigration Institute on this form. This form must be included in packets submitted for compensation and reimbursement of expenses.*