

Date: January 13, 1978

TO: Landmen, Geologists, Geophysicists, Engineers,

 or To Whom It May Concern

FROM: Edward Mike Davis

 For all those who work outside of the office field area, please do not take this personal. To start off a new year, there is one thing that I would like to address to everyone so that this issue may be resolved.

 Before the end of the year, the accountant department reported that approximately 20% of employees’ expenditurescould not be justified as business expenses.

 Employees who do not work in the administrative center but travels outside to work for the company, please keep in mind that the company does not pay for your personal expenses. If this continues to happen, we will consider terminating your employment.

 Have a pleasant day, and keep up with the good work!

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