

SCOTT MCLEOD, J.D., PH.D.

*Urban Educational Leadership Program • P.O. Box 210002  
University of Cincinnati • Cincinnati, Ohio 45221-0002  
513-556-6631 • scott.mcleod@uc.edu  
<http://homepages.uc.edu/~mcleodst/>*

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February 22, 2001

Ms. ?  
Department of Educational Administration  
and Policy Studies  
? University

Dear Ms. ?,

I just wanted to say how appreciative I am of all that you did to facilitate my visit to ?. It was a pleasure making arrangements with you over the phone and via e-mail and I am glad that I had a chance to meet you in person during my visit.

I have enclosed my receipts for the out-of-pocket expenses I incurred as part of my visit to ?:

|                          |         |
|--------------------------|---------|
| Taxi fare to my hotel    | \$15.00 |
| Taxi fare from my hotel  | \$12.00 |
| Airport parking expenses | \$18.00 |

If you need my Social Security number to facilitate my reimbursement, it is ?.

Best of luck with the job searches and with the remainder of the semester.

Sincerely yours,

Scott McLeod, J.D., Ph.D.  
Co-Coordinator  
Urban Educational Leadership  
Program