

**Zimbra****burtons@uwplatt.edu**

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**Re: German delegation visit**

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**From :** Michael Dalecki <dalecki@uwplatt.edu>

Mon, Jun 09, 2014 04:01 PM

**Subject :** Re: German delegation visit**To :** Sabina Burton <burtons@uwplatt.edu>**Cc :** Deborah L Rice <ricede@uwplatt.edu>

Sabina:

I'm sorry to hear about your mother. When will you be leaving for Germany?

Please forward to me all the arrangements you've already made, including:

- who is coming, their names and emails
- times
- dates
- lodging
- dinners and lunches and such as have been arranged
- events arranged and times/dates
- bus arrangements
- pickup at airport and return to airport; which airport?
- travel arrangements
- contact persons, emails and phone numbers

I'm also in need of budget information; how much are they being charged, and what is the breakdown of costs and cost structure? Do you have an account already set up in which that money may be deposited and from which costs may be paid?

Please forward the above information to me by teh end of today. Thank you!

Mike

PS: I have a pamphlet for you from HR for our Employee Assistance Program. I have placed it in your mailbox.

PPS: Let me know when you are leaving for Germany and what your expected return might be.

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