



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 13, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-03
Distributed via Campus Email

TO: Faculty and Staff

FROM: Mary Lee Hodge
Vice President of Business Affairs

RE: Travel Workshop

The travel team from the Texas State Comptroller's Office has agreed to come to Prairie View A&M University to conduct travel workshops. These workshop sessions will help faculty and staff understand travel procedures, become familiar with changes in travel for fiscal year 2006-07 and to complete travel documents effectively.

Class space for the "Travel Voucher Preparation" sessions will be limited, so please contact Ms. Yadira Perez at yaperez@pvamu.edu or Ms. Carmen Harris at cdharris@pvamu.edu, or call the Travel Office at (936) 261-1738 to sign-up for either of the sessions by September 19, 2006 at 5:00 p.m.

Travel Voucher Preparation Workshop (Sessions are limited to fifty (45) people):

Date	Time	Workshop Title	Location
Wednesday, September 20, 2006	8:30 am – 12:00 noon	<i>Travel Workshop</i>	A.I. Thomas Building (Julius W. Becton, Jr. Auditorium)
Wednesday, September 20, 2006	1:30 pm – 5:00 pm	<i>Travel Voucher Preparation Workshop</i>	New Science Building, Room 123
Thursday, September 21, 2006	8:00 am – 12:00 noon	<i>Travel Voucher Preparation Workshop</i>	New Science Building, Room 123

xc: Dr. George C. Wright, President
Ms. Yadira Perez

MLH: pgs