



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

August 8, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY08-64

Distributed via Campus Mail

TO: Faculty and Staff

FROM: Mary Lee Hodge
Vice President for Business Affairs

RE: Travel Year-End-Deadlines - **REMINDER!!!**

Below is the schedule for fiscal year end (August 31, 2008) travel deadlines. It is important to review the schedule closely, assess your travel needs, and take necessary measures to ensure you travel reimbursement requests are received in the Travel Services Office by the applicable deadline date because this year's travel expenses must be reflected in this fiscal year's accounting records. To receive your reimbursements timely, please ensure that all information is accurate and complete. Any vouchers that are not error free cannot be processed. **Any travel reimbursement requests received after the deadline date will not be reimbursed.**

Description	Final Date to Submit
All travel through the end of July 31, 2008	August 13, 2008
Remaining 2008 travel that is completed by August 28, 2008	August 29, 2008

Please contact the Travel Services Office if you have any questions at ext. 1735.

xc: Ms. Marilyn Maynard
Ms. Juliette Spivey
Ms. Yadira Perez