



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

October 14, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY09-15

Distributed via Campus Email

To: Vice Presidents, Deans, Directors, Department Heads and Account Managers

From: Mary Lee Hodge
Vice President for Business Affairs

Re: Travel Services Training

Beginning Monday, November 3, 2008, the Travel Office will roll out new forms for **all travel related services**. Weekly training sessions will be offered on the new forms beginning Tuesday, October 21, 2008 through November 6, 2008 in the HR Training Room (Harrington Science Bldg rm. 101). For additional training dates you should check the HR training calendar on the web at <http://www.pvamu.edu/pages/534.asp>.

Please mark your calendars and plan to attend one of these trainings. If you have any questions you may contact the Travel Office at 936-261-1735.

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

MLH: cpc