



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

December 1, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY09-26  
Distributed via Campus Email

TO: Faculty and Staff

FROM: Mary Lee Hodge, Vice President for Business Affairs

RE: Travel Reimbursements Deadline for end of Calendar Year

If you have completed university travel and wish to be reimbursed before the Christmas – New Year holiday break you must submit a completed and accurate travel reimbursement voucher to Travel Services by December 15, 2008. Any voucher that is not completed correctly may not be processed prior to the holiday break. Any voucher received after December 15, 2008 will not be processed until after January 5, 2009.

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

MLH/cpc

cc: Juliette Spivey  
Yadira Perez