



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 11, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 10-13  
Memo FY 10-13 Supersedes VPBA Memo FY 09-84

Distributed via Campus Mail

To: Faculty, Staff and Students

From: Mary Lee Hodge  
Vice President of Business Affairs

RE: Travel Advances and Direct Billings will No Longer be Available for Employee Travel

Travel advances and direct billings for **employee individual travel** on university business will no longer be issued for travel beginning September 1, 2009. This will include employees that travel with students on university business. Students travel expenses will continue to be charged to the procard.

Faculty or staff travelers will be required to obtain an individual JP Morgan Chase Corporate Travel Card to cover expenses associated with university business travel or use their own personal credit card/funds to cover their travel expenses.

Travel Services will process employee travel reimbursements within 5 working days of submission of a completed and accurate travel reimbursement request to their office. Employees can receive their reimbursement most quickly via direct deposit. Employees who have not signed up for direct deposit can do so through HR Connect.

To apply for the JP Morgan Chase Corporate Travel Card or to learn more about how to set up direct deposit, please contact Yadira Perez at 936-261-1736 or [yaperez@pvamu.edu](mailto:yaperez@pvamu.edu).

xc: Dr. George C. Wright, President  
Ms. Marilyn Maynard, Assistant Vice President for Financial Services  
Ms. Juliette Spivey, Manager, Accounts Payable  
Ms. Yadira Perez, Travel Office

MLH: pgs