



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

November 16, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY10-24

Distributed via Campus Email

To: Faculty, Staff, and Students

From: Mary Lee Hodge
Vice President for Business Affairs

Re: Travel Reimbursement 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 11, 2009. Any voucher that is not completed correctly may not be processed prior to the holiday break. Any voucher received after December 11, 2009, will not be processed until after January 4, 2010.

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

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