



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

February 24, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY06-13

Distributed via Campus Email

MEMO TO: University Faculty and Staff

FROM: Mary Lee Hodge  
Vice President for Business Affairs

RE: Submission of Travel Reimbursement Requests

As many of you may know, our Travel Office is a two staff operation (Travel Coordinator and Travel Clerk); I received notice that the Travel Clerk will be transferring to another position on campus as of March 15, 2006. The Travel Clerk position performs required audits on all incoming vouchers for policy compliance and validations of receipts. In order for us to provide you with the same exemplary services you are accustomed to we are requesting that you submit any outstanding travel reimbursement request to the Travel Office **by 5:00 p.m. on Tuesday, February 28, 2006.** We apology for any inconvenience this may cause and appreciate your cooperation.

If you have any questions, please contact the Travel Office at extension 4851 or 4852.