

FW: [csutransportreimbursement] END OF QUARTER REMINDER: CSU Matching Travel Funds

Kamar Nassor

Wed 12/3/2014 7:32 AM

Inbox

To: Robillard, Melinda L <mrobillard@austin.utexas.edu>;

📎 3 attachments

CSU Travel Procedures 14-15.doc; CSU Template.xlsx; Information - Q3 Travel Matching Reimb. Request.xlsx;

Melinda,

This is the report I wanted to ask you to prepare on a quarterly basis. You will need to run transactions by OC code 12 for Q1 (9/1/2014-11/30/2014) for account number 14-4299-1066. Then ask Cassie to add info on donors visited to complete the sheet.

I am attaching a previous one I have done as an example.

Anyway, let me know if you have any questions. Will be in a meeting through noon.

Kamar

Kamar Nassor
Information

From: Gonzalez, Bobby (Dev) [mailto:rgonz@austin.utexas.edu]

Sent: Tuesday, December 02, 2014 3:53 PM

To: csutransportreimbursement@utlists.utexas.edu; chiefdevelopmentofficers@utlists.utexas.edu; cdoassistants@utlists.utexas.edu

Subject: [csutransportreimbursement] END OF QUARTER REMINDER: CSU Matching Travel Funds

Dear Development Colleagues,

I hope all of you had a great Thanksgiving break. The first quarter of the 2014-2015 fiscal year has come to an end, so I wanted to send a reminder about receiving matching travel funds from the University Development Office.

Please complete the attached CSU template with the appropriate information. Once complete, the Chief Development Officer for your CSU can sign, or send me an email with the document attached stating it is correct.

After we review and approve the info (once per financial-year-quarter by the 15th of the following month OR December 15, March 15, June 15 and September 15), our office will transfer funds to your department's designated travel account. Email me for exceptions to these requirements to be considered by Executive Director Karl Miller.

The CSU Travel Procedures 14-15 (attached) helps to clarify this process, but please don't hesitate to contact me if you