

Juarez, Mary

From: Boltz, Roger
Sent: Wednesday, December 03, 2008 11:08 AM
To: Faculty
Cc: Juarez, Mary; Guzman, Mary; Hawkey, Deborah
Subject: Late Reimbursement Submissions
Importance: High

I have recently received several requests for reimbursement for purchases, meals, and travel – some of which date back to 2007. The University has a rule that reimbursements must be submitted within 60 days of purchase, including reimbursements for travel. Failure to submit within the 60 day time frame will result in denial by the University. While the University has had this rule in effect for a long time, it has not been strictly enforced until recently. Exceptions must be approved at the level of the Vice President for Finance and Administration and will not be easily obtained. Please be mindful of the submission time.

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