◆ IMPORTANT MEMORANDUM ◆

March 29, 2010

TO: CHSS Departments and Centers
FROM: Candace Doughty
SUBJECT: CHSS FY ’10 TRAVEL DEADLINES

FY ’10 REQUESTS FOR AUTHORITY TO TRAVEL: APRIL 30, 2010
TRAVEL EXPENSE STATEMENTS FOR 7/1/09 -- 5/31/10: JUNE 4, 2010
TRAVEL EXPENSE STATEMENTS FOR 6/1 -- 6/14/10: JUNE 16, 2010
TRAVEL EXPENSE STATEMENTS FOR 6/15 -- 6/30/10: 2 P.M., JULY 2, 2010

PLEASE NOTE: THESE DEADLINES SUPERSEDE THOSE PUBLISHED BY BUSINESS SERVICES.