

From: Murphy, Jennifer
Sent: Wednesday, March 09, 2005 4:44 PM
To: GRP-APS Customer Advisory Group
Cc: Michulka, Karen; Brown, Tonya (Moten); Pankratz, Jana; LaRue, Tracy Newman
Subject: Change to Business Expense Form

Good Afternoon:

We have made a change to the Business Expense Form and ask that your department utilize the new version which is available on our web site (link is below). Please continue to advise appropriate individuals in your department to always go to our website to obtain forms to ensure you have the most updated information. www.utsystem.edu/act/BusinessExpense.xls

The change is a request for additional information in section "g"...see bolded text below:
"g) Participants: Business Relationship (if less than 10 attendees list individuals & titles/relationships -- if more than 10, list group name **AND identify the number of System Admin. participants and the number of participants that were external to System Admin.**)

Executive management has asked that we capture this information. Please share this information with all preparers of business expense forms in your department.

Thank you!
Jenny

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