

From: Murphy, Jennifer
Sent: Friday, April 01, 2005 11:44 AM
To: GRP-APS Customer Advisory Group
Cc: Michulka, Karen; Brown, Tonya (Moten); Pankratz, Jana; LaRue, Tracy Newman
Subject: RE: Change to Business Expense Form - Change to Earlier Request
Good Afternoon:

We have news we think you will be happy to hear...

For kitchen/conference room supplies you **do NOT** need to estimate and document the number of internal and external participants that will use these supplies on your request for payment. This direction supersedes the direction given to you in the March 14, 2005 (below).

Have a great weekend!
Jenny

Jennifer C. Murphy
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From: Murphy, Jennifer
Sent: Monday, March 14, 2005 12:13 PM
To: GRP-APS Customer Advisory Group
Cc: Michulka, Karen; Brown, Tonya (Moten); Pankratz, Jana; LaRue, Tracy Newman
Subject: RE: Change to Business Expense Form

Good Morning:

We have had some questions come up related to the change on the Business Expense Form that we want to share.

Questions:

1. If the expense on the Business Expense Form is for kitchen/conference room supplies do the number of internal and external participants need to be documented.
2. If yes, how does a department best estimate the number of internal (System Administration) and external participants (non-System Administration)?

Answers:

1. Yes, the estimated numbers for internal & external participants need to be documented on the business expense form for kitchen/conference room supplies.
2. Estimates:
 - Internal could be the number of people on your floor/in your department/in your building that use your kitchens or conference rooms. Each of your areas is different so I do not want to mandate a specific method to you. Some of you do not have funded kitchens and conference rooms.
 - External participants are people outside of System Administration that come to your departments for meetings, etc. and use your kitchen/conference rooms. We realize that this is an estimate as systems are not in place to keep track of this type of information, nor are we asking that you put detailed systems in place at this time. Please do your best to estimate your external users.

Thank you, please call with questions:
Jenny

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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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