

From: LaRue, Tracy Newman

Sent: Tuesday, November 25, 2008 2:54 PM

Good afternoon, ladies,

Please review the language below provided by Tonya for your use as questions arise from staff needing clarification while making plans for departmental holiday celebrations at the expense of System Administration.

In the spirit of economy and ease of practice, please keep the following guidelines in mind as your office plans its holiday celebration:

- Determine the headcount (actual, not budgeted) of your office on the day of the celebration;
- Multiply that number by \$15 to determine your **expenditure maximum** (excluding tips, taxes and service fees);
- Provide the above calculations in documentation seeking reimbursement or payment;
- It will not be necessary to submit the names of attendees nor will a department be prohibited from including individuals from other departments in their celebration as long as the **expenditure maximum** for your department is not exceeded; and
- There is no requirement or expectation for APS to track the headcount associated with your event, or to cross-check for staff attending multiple celebrations

Please note, although the last bullet represents a change from the directive stated in Appendix A of Policy # INT115, Tonya supports less labor-intensive oversight this year.

Please let us know if you have questions.

Thank you,
Tracy