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Sent: Thursday, December 18, 2014 10:28 PM
To: controllers_office@lists.wsu.edu
Subject: [Controllers_office] Improvements to the Travel Expense Voucher
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Area Finance Officers:

Travel Services would like to make you aware of three small improvements made to the Travel Expense Voucher in conjunction with the revision of BPPM 95.20. Please see this one page quick guide on the changes:

<http://travel.wsu.edu/images/Travel%20Announcement.pdf>

Please communicate this notice to Travel Expense Voucher users in your Area.

If you have any questions on the changes, please consult the new policy or call Travel Services.

Thanks,
Gerik

Gerik Kimble
Payment Services Manager
Washington State University
[509-335-2041](tel:509-335-2041) (P)
[509-335-2071](tel:509-335-2071) (F)
WSU Mail Stop: 1025

Please Note: Washington State University will be closed from [December 25, 2014 through January 2, 2015](#). We will return to the office on [Monday, January 5, 2015](#).