

From: Elisabeth Williams
Sent: Wednesday, February 17, 2010 6:17 PM
To: Shruti Garg; Victoria Choong; Adam Culbreath; Aida Henriquez-Brown; Angela Cheng; Bill Vandenberg; Christina Voight; Cristina Parnetti; Cristóbal Josh Alex; Elisabeth Williams; Fei Chin; Georgia Kirtland; Gladys Lopez; Hyon Seo Kwon; Jaime Herrera; Jill Sowards; Michael McCutcheon; Orelida Hicks; Patricia Jerido; RASHID SHABAZZ; Shruti Garg; Solomon Greene; Sophia Conroy; Susan Tucker; Terrance Pitts; Thomas Hilbink; Victoria Choong; William Johnston
Subject: Travel Approval request and American Express approval
Follow Up Flag: Follow up
Flag Status: Blue
Attachments: 2010 Signatory Authority Table_Feb 2010.doc; USP Signature Authority Memo_Final.DOC

Dear colleagues,

As you might already know, we rolled out last week USP new Signature authority and Payment Approval delegation.

(I attached a copy of the memo and table that we sent).

Travel Requests Approval:

You should now submit your fund/campaign travel request approval directly to the appropriate Fund/Campaigns Directors/Managers (unless they are unavailable/out of reach).

The only requests I will need to approve are for Fund/Campaigns Directors/Managers, as they cannot sign their own. Please note that staff using the new booking system might have to receive my approval in order to book fares above the lowest fare available.

American Express reconciliation:

As you might know, F&A two Administrative Coordinators (AC) started rolling over the processing of American Express; however this still only affects a limited number of funds/campaigns, as we are still under staffed and in the process of hiring a third AC. As soon as we are a full team (hopefully in April), we will take over Directors/Managers American Express reconciliation. PA will remain in charge of processing their own expense report.

In the meantime, you should submit your Amex and other reimbursement requests directly to your Fund/Campaigns Directors/Managers (unless they are unavailable/out of reach).

The only requests I will need to approve are for Fund/Campaigns Directors/Managers as they cannot sign their own or if the amount is above \$5,000.

Please feel free to contact me if you have any questions or concerns.

Sincerely,

Elisabeth Williams