

Dennis Hareza

From: Gisela Gutierrez
Sent: Tuesday, January 19, 2010 4:31 PM
To: Dennis Hareza
Subject: GIM classes 2010

Hi Dennis,

Here is the additional information.

Class	Faculty Advisor
South America	Paul Christensen
China	Mark Finn
	Carol Zsolnay
India	Raj Gupta
Japan	Donald Jacobs
	Lindsay Kadish-Williams
Southern Africa	Megan Krueger
	Michele Rogers
Middle East	Sheila Duran
Southeast Asia	Patricia Ledesma
PT Southeast Asia	Vennie Lyons
GHI- Zambia	Kara Palamountain

For those of you who have faculty or staff serving as faculty advisors for GIM classes: Their travel is covered by the Dean's office, and Andrea will process their reimbursements. However, we would like to receive the T&E and all original receipts all ready to go. That is, with the exchange rate indicated and calculated, and with the T&E all filled out. Deborah Garcia sent an email to the faculty advisors, asking them to hand these reimbursement requests in to you, and you can then make sure that they're complete. If they're complete, you can pass them on to Andrea. For faculty advisors who will want travel advances, they can email their request directly to Andrea. They should include information on which GIM trip their request is for, the dates of travel, the amount of the advance, and when they need it. We need two weeks notice.

Don't Forget - For Reimbursements Under \$20:

Bring your T&E or Nontravel Reimbursement form and receipt to Andrea Munoz and she will reimburse you immediately from our petty cash. Saves transactional processing time and expense!

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