

From: Laura L. Gathagan
Sent: 5/19/2008 (星期一) 16:42
To: Lin Lin
Subject: Faculty Travel Grant Award

Dear Lin Lin-

I'm delighted to inform you on behalf of the FDC Committee that your Faculty Travel Grant application has been approved for funding in the amount of \$250.00. You'll be receiving a formal letter via campus mail in the next few days.

Please submit, by Friday May 23rd, the following documents to process your award:

- A completed travel Authorization Form
- A completed Travel Voucher
- the appropriate receipts to document your expenses. You may choose to use the SUNY System per diem rates, if you are using your grant money for meals and hotel.

Please submit all paperwork to the attention of Susan Suben, FDC Office, Memorial Library.

Congratulations! Thanks for your interest in the Faculty Travel Grant.

Laura

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