

Agenda
CAS Administrative Assistants Appreciation Luncheon
May 13, 2008 1 p.m.

1. Welcome and Thanks
2. Budget
 - a. Budget monitoring and closeout (reminders)
 - b. P-cards (account GL assignment)
 - c. Travel expense form for CAS (thanks)
 - d. Relocation expenses (tax and payroll)
3. Per-course stipends
 - a. Summer 2008 (thanks)
 - b. Compensation agreement NTT goals (handout)
 - c. Terminal degree information and rank (reminder)
4. Keeping files
 - a. What information departments should have