

ABILENE CHRISTIAN UNIVERSITY

Educating Students for Christian Service and Leadership Throughout the World

College of Arts and Sciences

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325-674-2209 • Fax 325-674-6800



September 15, 2011

Dr. Kelly Elliott
ACU Box 28130
Abilene, TX 79699

Dear Kelly:

I am pleased to inform you that your request from our College of Arts and Sciences professional development pool has been approved for partial funding. You will receive up to \$410 for your October trip to the European History Section of Southern Historical Association Conference. After completion of your activity please fill out an expense report, attach receipts, and send it to our office for a FOAP number and final processing so that we may reimburse you. If you need funds for purchases before your trip, please contact Elaine (x2850) for the proper procedure. Or, funds may also be expended from a departmental budget, and we will reimburse the department when copies of receipts are received in our office. The departmental administrative assistant will work with you on procedures.

The University expectation is that the receipts are to be turned in within ten days of the completion of your trip. Funds will not be released if receipts are not turned in by the deadline.

Thank you for your desire to continue to grow and develop as one of our outstanding faculty members in CAS!

Sincerely,

Dr. Charles Mattis
Dean, College of Arts and Sciences

XC: Dr. Allan Yarema