

From: Stacey Gutierrez
To: Bill Scroggins
Cc: Elizabeta Meyer
Date: 1/23/2015
Subject: POD Conference and Travel Request

Hello President Scroggins:

This is a follow up email from our last meeting in December of 2014, when Beta and I met with you to discuss POD conference and travel fund allocation. Below were some of the issues that we discussed:

- POD was cleared for \$77,000 to be used for conference and travel.
- After the \$77,000 allocation, PDC, a governing body, approved a procedure to approve conference and travel funds. However, employees were still submitting requests to either the President's office or directly to Fiscal Services. The employees that are submitting requests directly to Fiscal Services are Executive Administration. As a result, the majority of money has been spent without PDC input.

Here is the financial breakdown (as of January 23, 2015):

| | |
|---|--------------------|
| Money approved POD | \$77,000.00 |
| Money spent before PDC received money | \$33,042.72 |
| Money approved Executive Administration | \$28,103.00 |
| Conference and Travel approved by PDC | \$16,414.56 |
| | - |
| Available Balance | \$77,560.28 |

We requested the following:

- **Executive Administration to have their own separate conference and travel budget that does not go through PDC or POD for approval.**
- **Reimburse conference and travel fund allocation that was not approved by PDC (approximately \$ 60,585.44).**

Your support is greatly appreciated. Thank you.



Best wishes,

Stacey Gutierrez

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