

From: Leslie, Beth (Arts and Sciences) <leslieb@easternct.edu>

Sent: Wednesday, August 16, 2023 1:20 PM

To: Kim, Soojin (Art and Art History) <kimso@easternct.edu>

Cc: Marrotte, Robin L. (Art & Art History/ECO&FIN) <MARROTTER@easternct.edu>; Leslie, Beth (Arts and Sciences) <leslieb@easternct.edu>

Subject: \$1500 AAUP Travel Award

Hi Soojin,

Dean Todd has approved your request for \$1500 in AAUP Travel Funds for the Art on Paper conference September 7-10, 2024.

I am copying Robin on this email. She can assist with paperwork. A Policy Exception Request will be required because the Travel Authorization will not get done in a timely manner.

Robin: please do the Policy Exception Request as part of the TA, and simply put that the request was received 8-16-2023, and that did not allow enough time to complete the TA sooner. Please use Banner Index YTFXX4.

Congratulations!

Beth

Copy: Robin Marrotte, myself

Beth A. Leslie

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