

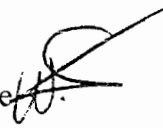
CHICAGO STATE UNIVERSITY

UNIVERSITY POLICE DEPARTMENT

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Memorandum

To: The University Community

From: William Shaw, Chief, University Police 

Date: June 10, 2004

Subject: **Travel Voucher Reimbursement - a Reminder**

This memo serves as a reminder to all university employees who submit travel vouchers for mileage when they use their private vehicles on State business.

It is mandatory that you contact Lt. James Maddox, the Fleet Coordinator, at Ext. 3643, prior to any trip, and show him your valid driver's license.

Failure to follow this procedure will result in the request for reimbursement being denied.

WS:pkh