

## **FY25 ECE Colloquium Worktag Approval**

**From:** Aleesha Wiest

**Department Name:** Electrical & Computer Engineering

**Effective dates of approval:** July 1, 2024 – June 30, 2025

**Re:** Blanket Approval for ECE Colloquium Expenses

I, as the department administrator, am providing a blanket approval for ECE Colloquium costs for the Fiscal Year 2025 on the following worktags:

CC103212

RS100005

PG101827

AC105542

This approval includes the following:

- Colloquium guest travel, lodging and per diem
- Faculty reimbursements for hosting meals with the colloquium visitor
- On rare occasions over per diem and alcohol during faculty host meals may be charged to the department discretionary worktag: GF120957



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Signature