

FY25 ECE Graduate Visit Days Worktag Approval

From: Aleesha Wiest, ECE Administrator

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

PG101832

AC105557

This approval includes the following:

- Prospective guest travel, lodging and per diem reimbursements and purchases
- Faculty reimbursements for hosting meals with the prospective graduate student and their research labs
- On rare occasions over per diem and alcohol during faculty host meals may be charged to the department discretionary worktag: GF120957, with approval from department administrator or ECE chair.



Signature



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