

FY26 ECE Graduate Visit Days Worktag Approval

From: Aleesha Wiest, ECE Administrator

Department Name: Electrical & Computer Engineering

Effective dates of approval: July 1, 2025 – June 30, 2026

Re: Blanket Approval for ECE Grad Visit Days

I, as the department administrator, am providing a blanket approval for ECE Graduate Visit Days costs for the Fiscal Year 2026 on the following worktags:

CC103212

RS100005

PG101832

AC105557

And on occasion on **GF120957** for specific costs as outlined below*

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.
- ***GF120957** for ride share upgrades

Aleesha Wiest

Signature