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From: "Ammerman, Paula" <PRA4@psu.edu>

To:

Cc:

Date: Thu, 23 Feb 2012 08:45:13 -0500

Subject: Retreat Travel Reimbursement

TO: Selected Members of the Board of Trustees

Attached please find a travel reimbursement form for your completion related to any direct expenses incurred by attending the Board of Trustees retreat on February 18-19, 2012.

You can print the form; complete it; attached applicable receipts and forward the report to my attention at:

Board of Trustees Office  
The Pennsylvania State University  
205 Old Main  
University Park, PA 16802

We will process the payments as quickly as possible.

Many thanks,  
Paula

Paula R. Ammerman  
Director, Board of Trustees Office  
The Pennsylvania State University  
205 Old Main  
University Park, PA 16802  
(814) 865-2521; (814) 863-4631 FAX  
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