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To: pcbodist@covote.csusm.edu
Subject: [Pcbodist] Travel Pre-payments 20/21
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Partners in Campus Business Operations

Travel Pre-payments 20/21

Sent on behalf of FAS Administration

Hello Everyone,

We have begun receiving questions regarding prepaying travel expenses for FY 20/21 and would like to provide some general guidelines.

Registration and travel costs should only be purchased and recorded in the current fiscal year (before June 30, 2021) for travel that will occur after July 1, 2021, when the following criteria are met.

1. Registration is required prior to June 30, 2021
2. There is an "early bird" registration discount that is due before June 30, 2021
3. The travel includes air and hotel travel to take place in July 2021 (the exception may be international travel)

Thank you!

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