

Advisor Report  
May 16, 2016



## **Travel**

Your TEV sheets with receipts should be scanned and emailed to me within 3 business days of travel.

## **Timesheets**

Will be due on the 13<sup>th</sup> and 23<sup>rd</sup> of each month. Please print, sign and scan your time sheet over to me. If you do not have a scanner you can download CamScan onto your phone for free and it will convert it into a PDF for mailing.

## **CougSync**

I will be attending the CougSync Conference in June so that we can improve our communications with Global Campus Students using the CougSync.

## **Non S & A Fee Paying Students**

We have certain degree programs that are not paying S & A Fees that will no longer be eligible to attend Face to Fact events. If ASWSUG would like to continue to offer the option to attend. ASWSUG will need to develop a fee structure for events for the degree program to pay in Cash on the day of attendance.