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M E M O R A N D U M

From: Sandra L. Anderson, Director of Campus Services and
John O. Martin, Director of Procurement
To: Certified Travel Preparers and Business Managers
Date: May 26, 2009

This is to inform Certified Travel Preparers and Business Managers that the responsibility for the Corporate Travel Card Program will be changing from Campus Services to the Procurement Office, effective May 26, 2009. This is being done to align travel reimbursements with the new automated expense reporting program and to centralize the reporting and management of the Travel Card and Pro Card Programs into one office.

A search is underway for a new Travel Card Manager, but in the meantime, questions previously referred to Cathy Shaw in Campus Services should now be directed to Holly Lankowski, Pro Card Manager, at 545-0361. Until further notice, questions pertaining to Department Travel cards should continue to be directed to Donna Walters in Campus Services at 545-1081. This task will be transferred to Procurement at a later date. Another notice will be sent at that time.

If you have any questions, please contact John O. Martin at 545-0361.