

**From:** Stewart, Jane

**Sent:** Thursday, April 18, 2013 11:53 AM

**To:** Beastall, Lauren; Beauregard, Tracy; Brown, Kristen; Brown, Lori; Cantor, Marion; Castle, Marian; Cresenzi, Melanie; Furr, Donna; Gregory, Cindy; Guessford, Bev; Jackson, Tracee; Kyper, Oksana; LaClair, Stephanie; Lawson, Lydia; Meier, Wendy; Moose, Robin; Parker, Lee Ann; Price, Jerri; Scott, Elizabeth; Smith, Doreen; Stewart, Jane; Troutman, LuAnne; Wallace, Michele; Watson, Sara; White, Melanie; Parker, Lee Ann; Hawes, Jane

**Cc:** Brizendine, Tony; Cherukuri, Harish; Daniels, John; Ferguson, Ian; Hocken, Bob; Enslin, Johan; Young, David; Uddin, Mesbah; Ozelkan, Ertunga; Lee, Charles; Smelser, Ron; Johnson, Bob; Tolley, Patty; Stein, Jack

**Subject:** Travel Workshop Training aPRIL 29TH 3:30 p.m. to 4:30 p.m.

Good Morning,

We have a planned training session with the travel office on April 29<sup>th</sup> location Duke Room 324 from 3:30 p.m. to 4:30 p.m. Please let me know if you will be able to attend. If you have specific questions you would like answered, please send the question to me and I will make sure Jane Hawes covers your question during the training. I am very happy the Travel Office has agreed to give our college special training .

Sincerely,

Jane

---

Jane Stewart | Business Officer  
UNC Charlotte | William States Lee College of Engineering- Duke 315  
9201 University City Blvd. | Charlotte, NC 28223  
Phone: 704-687-8243 | Fax: 704-687-8267  
[janstewa@uncc.edu](mailto:janstewa@uncc.edu) | <http://www.coe.uncc.edu>

---

If you are not the intended recipient of this transmission or a person responsible for delivering it to the intended recipient, any disclosure, copying, distribution, or other use of any of the information in this transmission is strictly prohibited. If you have received this transmission in error, please notify me immediately by reply e-mail or by telephone at 704-687-8243. Thank you.

4-29-13

~~Lu Ann Tronina~~

Oksana Kuper

Tracee Jackson

Melanie White

~~Elizabeth Scott~~

Hori Brown

Marion Cantor

Melanie Chesey

Jerry Price

~~Sylvia Lakin~~

LeAnn Parker