

Finance Message

Please turn in completed CTRs every day with name, date and resource order number.

If you are an AD, we need your social security numbers and address.

Most of the hotels are within 30 minutes of the ICP. If you show more time for traveling to the ICP, please note the reason.

If you work more than 16 hours, you need to note why and mitigate the excessive shift the following day.

Sandra Smith Morris
Finance Section Chief