



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

March 19, 2004

**MEMORANDUM**

**TO:** Community College Presidents

**FROM:** Sandra W. Williams  
Vice President for Administration

**SUBJECT:** College Information System (CIS) Travel Expense

In addition to the information that you have provided about your college's equipment investment for the CIS project, we have been asked to provide information about college expenditures for travel in support of the CIS project. To provide that information, I am requesting that you provide me with your college's travel expenditures for the CIS project by **March 31, 2004**.

If your college has budgeted and paid travel expenses for the CIS project from a central account or accounts that can readily provide actual expenditures, please provide that information. If your college's CIS-related travel expenses have been paid from a variety of accounts, please provide your best estimate of the total expenses.

If you or your staff have questions about the information that I am requesting, please contact Bob Blackmun at [blackmunb@ncccs.cc.nc.us](mailto:blackmunb@ncccs.cc.nc.us) or (919) 807-6988.

Thank you for your assistance.

SWW:RRB:sh

c: Mr. Kennon D. Briggs

CC04-064A  
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