

# Memo

**To:** All Employees  
**From:** Captain Sean Griffiths, Chief Operating Officer  
**Date:** June 20, 2014  
**Re:** Expense Submissions

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In order to ensure that all transactions are processed in a timely manner, and to improve the Authority's financial reporting, this is to advise that effective July 1<sup>st</sup>, 2014, all expenses **MUST** be submitted within 30 days of the date of expense; otherwise, the expense may not be reimbursed.

If you have any questions, please let me know.



Sean Griffiths

Chief Operating Officer