From: Larm, Doug
To: Steel, Chris; Allen, Erik
Subject: PO1.5 Payment ERROR
Date: Tuesday, March 17, 2015 10:58:00 AM

Chris, I think there is an error in payment for recent trip done by Chuck Ross.
Estimate that I attached for the trip was $607.00. However, when Chuck actually attended the conference the ACTUAL cost was lower….$527.53.
He submitted an invoice and I signed the invoice indicating my approval on ACTUAL expenses.
However, Chuck received a payment for $607.00 which is not correct.
How should we proceed? Should Chuck return the payment check? Does he need to resubmit invoice?
Thanks in advance
Doug

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