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TODAY

TOMORROW

FRIDAY

10:00 [Leave Report Training](#)**Student Health Insurance Spring 2011 Open Enrollment-Returning Students**

Returning students: If you opted out of the student health insurance in the Fall, but would like to have it now, we are offering an open enrollment period from now until Friday, Jan. 14, 2011.

Please go to the [www.ahpcare.com/alfred](http://www.ahpcare.com/alfred) link, click on the "Returning Alfred Student Enroll" button and complete the enrollment form.

Submitted by: Deborah Clark

[back to top](#)[Send Email Reminder](#)**Join the AU Symphonic Band!**

Alfred University has a wonderful band program, and you can be a part of it! The AU Symphonic Band is open to all levels of musicians who play woodwind, brass or percussion instruments.

There are some instruments and lockers available for rent on a first come, first served basis. There are NO AUDITIONS. Rehearsals are Tuesdays and Thursdays, 5:30 - 7 p.m. in room 302 of the Miller Building, Alfred University.

The program for this semester includes: "October" by Eric Whitacre; "Incantation and Dance" by John Barnes Chance; "Elements" by Brian Balmages, as well as works by Frank Ticheli, Jack Stamp, and more!

Contact the Director of Bands, Dr. Chris Foster, for questions and details. [foster@alfred.edu](mailto:foster@alfred.edu), 607.871-2571. Enroll today!

Submitted by: Christopher Foster

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## Travel Expense Report Reminder

A Travel Expense Report (TER) needs to be completed within ten (10) days of returning from your trip.

If you used your AU One Card during your trip a copy of the TER form only is required to complete your reconciliation of your credit card which is due to your card manager by the 12th of each month. There is no need to submit copies of receipts, unless you have pre-trip expenses on your one card. You should retain the original receipts for submission to the Business Office.

All original receipts are required to be with the original TER and sent to the Business Office for processing.

Should you have any questions regarding the One Card reconciliation contact Office and Procurement Services at x2698. Questions regarding your TER contact the Business Office at x2770.

Submitted by: Shelly Grant

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## Express Shipments

Departments wanting to do overnight shipments (letters or packages) and save money should take advantage of the University's ability to receive very low rates with Federal Express.

Just complete one of the attached forms and bring to Office and Procurement Services located in Greene Hall by 1:30 p.m., Monday - Friday.

Thank you.

Attachment: [Fedex\\_Domestic\\_Form.pdf](#)

Attachment: [International\\_Form2.pdf](#)

Submitted by: Sue Peck

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## Procurement Services Tip of the Week:

Did you know....

Some items do not require pre-approval for purchase.

In general, all purchases of goods and services require Procurement review and approval. However, some items are exceptions to this policy. Departments may obtain these goods and services following the guidelines in place by the University.

For a complete list of items not requiring pre-approval please visit our Web site.

Link: [Procurement Website](#)

Submitted by: Shelly Grant

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## Job Posting - Service Learning Coordinator

Employment Opportunity:  
Service Learning Coordinator  
Gary Horowitz Center

Link: [Service Learning Coordinator Posting](#)

Submitted by: Kim Wyant

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### Alumni Award Nomination Deadline Extended

Attention AU Alumni, Faculty, Administration - Please ACT NOW to submit nominations for AU Awards to fellow alums and colleagues!

The Alumni Association presents awards annually at Reunion to alumni and friends of the University who have contributed to Alfred, their workplace, and society in general. Please help us recognize those individuals for their efforts and achievements by nominating them for an Alumni Association Award. Nomination forms are available for download at <http://www.alfred.edu/alu...> Nominations are due by Monday, Jan. 31, 2011.

Alumni Award for Distinguished Achievement - given to honor alumni whose achievements in their profession, career or avocational pursuits, or service to society bring honor and distinction to AU.

Alumni Award for Distinguished Service - given to alumni in recognition of loyalty and commitment in service to Alfred University.

Abigail Allen Award for Service to Women - given to honor an Alfred alumnus/a in recognition of distinctive career achievement, community service, or avocational pursuits that have improved the quality of women's lives.

Lillian T. Nevins Award for Lifetime Service to Alfred University - given to honor alumni who have rendered outstanding service to Alfred University.

Honorary Alumnus/a Recognition Award - given to a non-graduate in recognition of interest, allegiance and service to Alfred University and alumni, that the recipient may be evermore one of us.

Nominations may be forwarded to the Alumni Relations Office, Welcome Center, One Saxon Drive, Alfred, NY 14802. You may also e-mail nominations or fax your information to 607.871.2391.

Please contact us with any questions at 607.871.2144. We thank you for your support and assistance!

Submitted by: Audrea Sirianni

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### Classic Movie Matinee: 'Night Train to Munich' (1940)

Thursday, Jan. 13 at 1:30 p.m.  
Nancy Howe Auditorium  
David A. Howe Public Library  
155 N. Main St., Wellsville  
585.593.3410

Hitchcock thriller about British intelligence and Nazi intrigue during World War II. Stars include Rex Harrison, Margaret Lockwood, and Paul Von Henreid. Based on Gordon Wellesley's novel, "Report on a Fugitive. "

This library-sponsored movie is free and open to the general public.

Submitted by: Deborah Clark

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