



Office Memorandum

Date: April 3, 2012

To: Agency Payroll, HR and Accounting Staff

From: Mary Muellner, Director
Statewide Payroll Services

Subject: Relocation Reimbursement Deadline Change

The deadline for submitting relocation expense reports for reimbursement has changed. Effective Monday, April 9, relocation expense reports with original receipts must be received by Statewide Payroll Services **by Monday noon on payroll processing weeks.**

Agency Payroll, HR and Accounting staff should contact Nicole Larson at 651-201-8069 or Nicole.Larson@state.mn.us if there are questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF.