

Payment Instructions: Academic Portfolio Retreat

While most of the costs for the retreat are paid for by the Office of Academic Affairs, participating faculty (or their departments) are asked to contribute \$100.00 toward the cost of the retreat.

If the department is paying directly through an IDO:

Please give your office administrator the following instructions:

Please complete the generic eSeeIDO form, and fill in the required username with [mdrexl](#).

If you are sending a personal check:

Please make it payable to Saint Louis University and include "Academic Portfolio Retreat" as the memo. You may either send it through campus mail or drop it off in person at:

Office of Academic Affairs
DuBourg Hall, Room 456
ATTN: Mary Drexl, Business Manager