

July 10, 2008

MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Charles D. Leffler
Vice Chancellor for Finance and Business

SUBJECT: University Travel

As we start the new fiscal year, it seems appropriate to emphasize the importance of making responsible and frugal decisions on travel expenditures. Faculty and staff should take into account the appearance of travel expenditures in addition to complying with University rules and regulations, regardless of funding source. Additionally, all travel expenditures must be for the benefit of the University.

Along with sound decision-making, I want to emphasize the importance of prior review of travel authorization requests and the importance of documenting the business purpose of the travel by providing agendas or other descriptive information. The Controller's Office provides training in travel regulations, and I urge you to ensure that your departmental staff members that process travel documents have attended the training sessions.

Thank you for your efforts. If you have any specific questions about travel regulations, please contact Kim Kelley at 515-7132 or Cliff Flood at 515-3824.

cc: Executive Officers
Ernest Murphrey
Cliff Flood
Kim Kelley
University Business Officers