



Budget Advisory: Restrictions Concerning Travel Purchases with University Funds

The University is undertaking an effort to significantly reduce travel expenses. The following restrictions will help identify and determine the need for travel. The University's Travel Expense Reimbursement Policy will continue to apply for all travel expenses actually incurred. All travel must be directly related to an activity in which the University derives a benefit. University employees authorized to approve travel expenditures should exercise prudent judgment when determining if the travel is necessary and justified. The following principles should be used as a guide when determining the appropriateness of the travel expenditure:

- Travel to meetings, conferences, seminars, athletic events etc., must be limited to essential personnel (i.e., primary decision maker, presenter, officer, athletes, coaches) and must be mission critical.
- Travel necessitated by the need to obtain critical training must be limited to situations where no comparable on-line or local training opportunity is available.
- When the need to travel for training is unavoidable, the training location (assuming multiple options exist) must be selected based on lowest total cost to the University.
- Use of teleconferences, video-conferencing technologies, on-line meeting capabilities, etc., must be used in lieu of traveling to events.
- Where possible, attendance at multiple meetings, conferences, seminars, and other events should be combined in an effort to reduce the number of individual travel trips.

Generally, no more than one University employee should travel to the same event unless multiple attendees are essential and mission critical. The use of University funds for travel purchases related to a University guest (i.e., speaker, recruit, donor, board member, etc.) may be justified, but should be limited. In each of these cases, justification for the use of University funds rests upon the conduct of official University business and must generally be approved by a third-party who is authorized to sign for the budget being charged.

This restriction does not extend to student funds associated with campus-wide student activities or to grant funds (if the grant specifically provides for the travel purchases).

Any exceptions to this budget advisory must be obtained in advance from the President or a Divisional Vice President.