

## Chancellor's message regarding new travel authorization procedures

The following e-mail message was sent Dec. 9, 2008, to all UW-Eau Claire employees.

With so many conflicting numbers being discussed regarding the size of our pending state deficit, it is natural to wonder about what may happen in the months to come. I believe that we will meet this challenge best when we share what we know and work together to address what is ahead. In previous e-mails, I have pledged that as information becomes available, I will share it with you.

I recently received a memorandum from UW System President Kevin Reilly regarding out-of-state travel. In accordance with that UW System directive and with our own efforts to be financially conservative during these difficult budgetary times, UW-Eau Claire is implementing the following travel authorization procedures:

### **Approval by Vice Chancellor Required**

Beginning today (Dec. 9), all out-of-state travel, regardless of the source of funding, must be approved by your divisional vice chancellor (Academic Affairs - Marty Wood; Student Affairs - Beth Hellwig; and Administration, Finance, and Facilities - Tom Dock). The vice chancellors will review travel requests carefully to limit costs. You will continue to submit travel authorization forms to your supervisor, and supervisors will forward the forms to the vice chancellor level.

### **Limit Travel Requests**

I encourage all faculty and staff to limit travel requests. Think about whether travel could be avoided by foregoing or postponing your activity, or by conducting your activity through teleconference or videoconference. If you forego or postpone your travel, please notify your supervisor for purposes of reporting to UW System.

### **Explain Necessity of Travel**

Explain how your proposed travel meets these guidelines in the "Brief Justification of Trip" box on the Travel Authorization Form. In determining whether travel is necessary, consider the following questions:

- Is the activity essential to the UW-Eau Claire mission?
- Is the activity essential to your tenure or promotion process (such as presenting at a conference or conducting research)?
- Is the activity essential to effectively fulfilling the demands of your position?
- Is the activity mandated by the UW System, or existing grants or contracts?
- Is the activity necessary to meet federal or state obligations?
- Does the activity support revenue-generating opportunities (for example, fundraising or grant development)?
- Does the activity support students who are traveling (such as travel for competitions, performances or instructional activities)?

### **Reduce Travel Costs**

Be sensitive to ways in which travel costs can be reduced, and explain any efforts you have

made to reduce costs in the "Brief Justification of Trip" box on the Travel Authorization Form. Factors to consider include:

- Does more than one employee need to travel?
- Could hotel expenses be reduced (by choosing a less costly hotel or sharing rooms)?
- Could some expenses be covered by other sources, including employee contribution?
- Could the activity be conducted at an alternative site?
- Could your goals be accomplished if the travel encompassed a shorter amount of time?

Going forward, I will provide the University Senate with updates at every meeting—even when all I have to report is “no information yet.” Please share your questions and concerns with your senator or personally attend the Senate meetings. I also will communicate regularly with you by e-mail so that we are all informed about the budget process and how we will respond to it. As I have previously stated, we are better positioned than many universities because we have a clear strategic plan and our PEEQ and budget processes will help us make informed and intentional decisions about our resources.

Brian Levin-Stankevich, Ph.D.  
Chancellor