

The Legislature has established a spending limit/cap of \$335,474 for out-of-state travel on state funds. The university has been informed that exceeding the cap will result in unwanted consequences. Our office has been consulting with Cynthia Davis, Director of the Travel Office, to develop some options that will address this issue both short term and long term. We propose the following strategies:

FY 2007

- Travel expenditures for special line item accounts can continue to process on state funding. Given that special line items are under a certain level of scrutiny by the legislature, expending special line item funding by year end is critical to future appropriation processes.
- Effective immediately, graduate tuition accounts will not be allowed to process out-of-state travel on state funds. Colleges and departments are encouraged to assess whether your local accounts can absorb the out-of-state travel expenditures (e.g., 0379 funds). Given that conference registration fees do not count towards the cap, colleges can put registration fees on graduate tuition accounts.
- As a last resort, the Provost Office has a limited source of funding to swap with those departments that can not cover their travel with internal local funds. Please ensure that you thoroughly assess your local funds situation before making this request.

FY 2008

- We propose to proportionally spread the \$335,474 state spending cap to each account based on either the amount of travel budgeted or historical travel expenditures. Once you have exhausted your share of the cap, you will have to utilize local funds to cover all remaining travel expenses.
- Finally, during the upcoming budget prep process, we will submit a request to Tom Anderes to set aside some amount of local funding to address travel that exceeds the state cap.

Thank you for your understanding and cooperation in ensuring that the university does not exceed the cap mandated by the Legislature.