April 22, 2009

To: G. H. Cook Campus Community
From: Office of Financial and Business Administration
Re: Travel Advisement

In light of recent budget constraints that the university and subsequently the school and station are facing, we advise that every department revisit its travel plans for the upcoming fiscal year. In following the example of President McCormick, we recommend that faculty and staff restrict travel plans while we address the budget shortfall.

We ask that everyone, regardless of funding source type (i.e., state, federal, grant, sundry, etc.), be fiscally conservative. When making travel decisions, please consider the following questions:

- Is the attendance of this conference crucial to you and your department’s productivity?
- If the conference is deemed necessary, can the number of attendees be limited to key faculty?

When in doubt regarding the necessity of proposed travel plans, please consult your respective department chair or the Executive Dean’s office.

As President McCormick stated, “We must work together to solve our budget crises.” Let us follow suit by managing our travel expenditures in an efficient, cost-effective manner resulting in the best value for the university, school and station.