



December 8, 2008

TO: Deans and Directors

FROM: Provost Patrick Farrell
Vice Chancellor Darrell Bazzell

SUBJECT: UW-Madison Travel Pre-Approval Process

As you know, the State is presently facing a revenue shortfall in excess of \$5 billion. Given the state budget situation, we need to ensure that our GPR budgets (funds 101, 104, 108, 115, 118, 117, and 402) are utilized in the most cost effective manner. UW System President Reilly is instituting a pre-approve process for all GPR funded out-of-state travel by state employees (account codes 2120, 2125, 2126, 2127, and 2130) as an additional cost savings measure.

We will be using the attached Out of State Travel Approval Form to implement the UW System directive. This form is a fillable PDF and can be found on the Accounting Services [travel website](http://www.bussvc.wisc.edu/acct/TEWeb/index.html) at the bottom of the left column of <http://www.bussvc.wisc.edu/acct/TEWeb/index.html>. The form must be completed and signed by the traveler, supervisor and Dean/Director and attached to any Travel Expense Reimbursement form which is to be funded in part or whole on the funds and account codes mentioned above.

I urge you to be very conservative in the amount of out of state travel you approve on GPR funds. Prior to approving out of state travel on GPR, you should consider the following factors:

- Is the travel essential and necessary for the employee to perform his/her duties?
- Could the travel be postponed or cancelled? What is the fiscal consequence of postponing or canceling the trip?
- Could the business be accomplished through other means (teleconference, videoconference, etc.)?
- Are there alternative sites closer to the institution where the business could be conducted that would result in lower travel costs?
- In the case of travel to an event, is it necessary for more than one employee from a division to attend? Could the information, instead, be shared with colleagues by the person who was authorized to attend?
- Will the travel enhance the employee's job performance?

Divisions will need to retain as much of their GPR dollars as possible in order to buffer against likely GPR budget reductions required to balance the state budget in this difficult financial period.

Questions about these procedures should be address to Assistant Vice Chancellor Don Miner (dminer@bussvc.wisc.edu).

xc: Chancellor Martin, Provost Farrell, AVC Don Miner
Divisional Business Representatives