FY 2003 Travel Freeze Guidelines

Per last week’s memo from Dr. Faulkner, effective January 31, 2003, all out-of-state and foreign travel on state appropriated funds (14 and 20 accounts) is frozen. Please consider the following guidelines for implementing the freeze:

1. Funding groups affected by the travel freeze include,

   out-of-state and foreign travel on state appropriated funds (14 or 20 accounts).

2. If the airline (or other transportation) tickets were already purchased but the travel dates are in the future, the originally approved state appropriated funds can be used. The airline ticket must have been purchased by January 31, 2003. The University encourages the department to find another source of funding for the travel reimbursement costs (hotel, meals, etc). If the department is unable to find other sources of funding for the reimbursement costs then the originally approved state appropriated funds can be used.

3. If the airline ticket has not been purchased but the Request for Travel Authorization was approved prior to January 31, 2003, state appropriated funds cannot be used. Another funding source will need to be identified, or the trip will need to be cancelled. If the department has no other source of funds and the travel is mission critical, then it may be appropriate to work with the Dean or Vice President to identify another funding source.

4. If the airline reservations have been made and not ticketed, but the Request for Travel Authorization was not approved by January 31, 2003, state appropriated funds cannot be used. Another funding source will need to be identified, or the trip will need to be cancelled. If the department has no other source of funds and the travel is mission critical, then it may be appropriate to work with the Dean or Vice President to identify another funding source.

5. If travel occurred on or before January 31, 2003 but the reimbursement voucher, (VP5) has not been completed and sent to the Office of Accounting Travel Desk, the originally approved state appropriated funds can be used but the University encourages the departments to find another source of funding.
6. If the travel is for faculty recruitment,

state appropriated funding is permitted. The Dean (or delegated approver) will need to certify that the travel is for faculty recruitment and approve the travel voucher.

7. If the traveler was approved for a Faculty Travel Grant prior to January 31, 2003,

then the travel grant will be honored. The Faculty Travel Grant is a state appropriated account. Questions concerning the Faculty Travel Grants issued by the Graduate School should be directed to John Dollard. Email: dollard@mail.utexas.edu.

8. If the travel is for student recruitment,

the Travel Management Office will notify departments when the University Budget Council has completed their discussion about student travel guidelines.

9. ATP and ARP research grants that allow travel expenditures,

are exempt from the state appropriated fund travel freeze.