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MEMORANDUM

TO: Deans, Directors, Fiscal Staff, Travel Coordinators and PPAs

FROM: Raaj Kurapati, Associate Vice Chancellor for Financial Services
Brad Lobland, Human Resources Director

DATE: January 15, 2016

RE: Additional Guidance on Travel and Hiring Restrictions

A handwritten signature in black ink, appearing to read 'Brad Lobland', is written over the 'FROM' line of the memorandum.

In light of the state's fiscal challenges and at the Governor's request, UA President Johnsen has suspended all non-essential travel and hiring funded wholly or in part by unrestricted funds*. Additional guidance, including approval for essential travel and hiring, is provided in this memo.

Travel:

All travel funded 100% by restricted funds will follow the normal approval process as required by [UA regulation R05.02.06A](#).

Delegated signature authority and self-approval authority for travel funded in whole or in part by unrestricted funds is rescinded until further notice. Delegated authority for 100% restricted fund travel remains in place.

All domestic travel that occurs on or after February 1, 2016 requires the approval of the respective vice chancellor or the provost. All international travel requires additional approval by the chancellor; these requests shall be routed through the vice chancellors and will be reviewed by the chancellor on Monday morning each week. Trips that were previously approved (prior to the president's January 6, 2016 memo) must be reapproved. Travel expense reports submitted to the Office of Finance and Accounting without these approvals will be returned to the departments to secure the appropriate approvals.

For self-supported events that include travel (using event funds, where revenue comes mostly from user fees), departments can request blanket travel approval for the trip rather than submitting individual TAs for approval. The blanket request should include estimated costs, a description of the event, trip dates, and a complete list of travelers. The requests are routed as described above for individual travel. The approval should be attached to each traveler's TA.

For general questions on travel, please contact Geoff Jacobs at 474-6170.

* Including general fund, recharge/auxiliary, event funds, TVEP and match.

Hiring:

Hiring restrictions do not apply to positions funded 100% by restricted funds. In addition, the restrictions do not apply to student positions, adjuncts, and teaching/research assistants funded by unrestricted funds. Please continue to follow your department's traditional approvals for these positions.

All other new hires funded wholly or partially by unrestricted funds (including term, temporary and part-time employees) should be routed through the respective vice chancellor or the provost for the chancellor's approval. Like the international travel approvals, these requests will be reviewed on Monday mornings.

In addition, recruitments that are currently open will need re-approval by the respective vice chancellor or the provost before any employment offers are made. If you are unsure of whether to proceed on a current recruitment, please check with your supervisor or UAF Human Resources.

For general questions on hiring, please contact your department's Human Resources consultant.

Note that the vice chancellors and the provost may have their own process internally for routing requests to those offices for approval. For questions about those processes, please work with your leadership.

cc: Core Cabinet
Debby Queen, Executive Assistant to the Chancellor

Attachment