

August 29, 2016

TRAVEL and ON-CAMPUS HOSPITALITY

As you are aware, we will be living under **strict expenditure limits** this fiscal year.

TRAVEL: One area where we have to watch carefully is travel. To that end, each of you will have a limit for travel expenditures. This policy is effective Sept. 1, 2016.

Following are the limits on travel:

- Full professors -- \$1000
- Associate professors -- \$2000
- Assistant professors -- \$3000

Travelers **MUST** get their travel receipts turned in to Kelly no **later than 30 days after you return**. These are IRS rules and KU is enforcing the rules. The policy states: *"All requests for travel reimbursement must be submitted in a timely manner once travel is complete. In accordance with State of Kansas travel policy and K.S.A. 75-3201, all travel reimbursements are to be submitted at least monthly."*

Our commitment to support for pre-tenured faculty remains. In addition:

- You will still have to submit a travel request.
- The travel budget for student recruitment remains and I know some of you travel under that budget.
- In addition, DAG will consider requests beyond this limit if we determine there is an advantage to the entire School as a result of your attendance. **For those who already traveled during fiscal year 2017, we will evaluate travel requests on a case-by-case basis to determine the best interest of the School.**
- Policies about being named in the meeting program still apply.

As always, I am open to discussing this with any of you. I regret that we, for the first time as far as I know, have to institute these limits.

HOSPITALITY: Lunch or dinner reimbursement is limited to guest speakers who appear in TWO or MORE classes. We will not reimburse for guest speakers who appear in only one class. If you would like to thank your guests, Julie Adam has coffee cups, pens, etc.

Parking for guests will remain in the Kansas Union/ Mississippi Street garage. Please see Jennifer Paasch or the dean's office for a voucher to have parking paid there.

Furniture moves will occur twice a year. Please plan accordingly. Jennifer Paasch coordinates **ALL** furniture and office location items. Please work with her on any needs.