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July 1, 2019

TO: Chancellors, Chief Finance Officer

FROM: James R. Johnsen

A handwritten signature in blue ink that reads 's.R. Johnsen'.

SUBJECT: Travel Restrictions

Due to the current uncertainty around the fiscal year 2020 budget,

[Redacted content]

**4. Who is affected?**

All University employees traveling on restricted funds

[REDACTED]

**5. Who is not affected?**

Employees traveling on restricted funds or on travel paid entirely by

[REDACTED]

All costs associated with travel are included. As such, hotel or conference fees are included under the travel restriction.

**9. May I travel out-of-state to get continuing education credits to maintain credentials for my job?**

Obtaining continuing education credits will be an important consideration by the authorized officers in their determination if the travel is essential. Their determination will list 1 1 1

[REDACTED]

whether such credits are available in-state or on-line.

**10. How will new travel approvals be accommodated through Concur Travel?**

Before entering the travel authorization into Concur, contact the