



## MEMORANDUM

Date: November 23, 2011  
To: Deans and Directors  
From: Paul M. Deluca Jr., Provost

Darrell Bazzell, Vice Chancellor for Administration

Subj: UW-Madison Travel Pre-Approval Process

As you know, the 2011-13 biennial budget includes a provision that requires \$174.3 million in state agency lapses (one-time budget reductions) in GPR funds over the course of the biennium. The UW System share of the lapse requirement is \$46.1 million in FY 12 and \$19.6 million in FY 13. UW-Madison's share is \$17.4 million in FY12 and \$7.4 million in FY13.

Given this situation, we need to ensure that our GPR budgets (funds 101, 104, 108, 115, 116, 117, 118, 176, 177, and 402) are used in the most cost-effective manner. As a result, we will re-institute a pre-approval process for all GPR-funded out-of-state travel by university employees as an additional cost-saving measure. This process will apply to all out-of-state travel destinations. Chicago and suburbs and Minneapolis/St. Paul and suburbs are considered in-state destinations.

We will be using the Out of State Travel Approval Form to implement this directive. The form is a fillable PDF and can be found on the [Accounting Services website](http://www.bussvc.wisc.edu/acct/forms.html#oosttravel) at <http://www.bussvc.wisc.edu/acct/forms.html#oosttravel>. The form must be completed and signed by the traveler, supervisor and Dean/Director and included in the e-Reimbursement envelope with travel receipts.

We 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 advance the University's mission in an important way?

Questions about these procedures should be addressed to Assistant Vice Chancellor Don Miner at [dminer@bussvc.wisc.edu](mailto:dminer@bussvc.wisc.edu).

Thank you for your attention to this important budgetary matter.

xc: David Ward  
University Committee  
Academic Staff Executive Committee  
Don Miner