

2010/11 Travel and Expenditure Freeze Guidelines

January 25, 2011

MEMORANDUM

To: Campus Community

From: Cynthia Teniente-Matson
Vice President for Administration and Chief Financial Officer

Subject: 2010/11 Travel and Expenditure Freeze Guidelines

President Welty recently announced, as a result of the \$500M budget reduction to the CSU, that it is necessary to impose a freeze on all non-essential expenditures. Each division may develop more specific guidelines and approvals within its area.

The guidelines outlined below are intended to ensure that sound, essential, and responsible expenditure decisions are made. These guidelines are for non-salary expenditures and will be in place until further notice. These restrictions apply to all campus funds. Purchases requiring written justification by the Director/Dean should be routed to the Provost/Vice President PRIOR to being routed to Procurement.

Travel

The following restrictions apply to out-of-state and extended in-state overnight travel. Any travel that is being reimbursed by a third-party entity (including personal funds) **must** be stated on the travel application. This approval applies to all university, auxiliary and foundation accounts. **Any travel that circumvents the following pre-approval guidelines shall be denied reimbursement.**

- For in-state travel of less than three-days, authorization is the sole responsibility of the Director/Dean, provided the travel falls within the limits below and is mission centered.
- Conference attendance will be restricted with priority consideration to be given to:
 - non-tenured, tenure-track faculty (this would include an associate professor on the promotional track) presenting on the program. Others may be approved by the Provost/Vice President with justification from the Director/Dean,
 - or an officer or active committee member of the sponsoring association.
- Specialized training that is offered in-state and essential for critical functions of the job.
- International travel and travel outside the contiguous 48 states requires approval by the Provost/Vice President and the President.
- Travel authorization under \$1,000 may be approved by the Director/Dean if it meets the above criteria, otherwise the travel shall be denied.
- Expenditures between \$1,000 and \$2,500 require Provost/Vice President approval and require a written justification by the Director/Dean.
- When travel is authorized, care should be exercised—as always—in choosing reasonable accommodations.

- Expenditures of \$2,500 or more are strongly discouraged and only in extreme circumstances with approval by the Provost/Vice President and a substantiating written justification from the Director/Dean.
- Exceptions by funding source:
 - Use of sponsored program funds is permissible to meet requirements for sponsored program activity.
 - Use of IRA funds is restricted to previously approved requests.
 - Indirect Cost Recovery / F&A funds shall be used solely for the purpose of generating additional research funds.
 - Travel for prospective donor activity that furthers the comprehensive campaign is permissible.

Operating Expenditures

All non-essential purchases and change orders should be reviewed thoroughly. Only those purchases/change orders critical to the educational mission or operational needs of the university during the current fiscal year should be approved.

- New Blanket Purchase requisitions for FY 2010/11 will be processed in limited circumstances at the discretion of the Procurement Director.
- All requisitions greater than \$2,500 must be approved by the Director/Dean with written justification forwarded to the Provost/Vice President for approval.
- Direct pay expenditures exceeding \$1,000 must be approved by the Director/Dean with written justification forwarded to the Provost/Vice President for approval.
- Hospitality – Schools, Colleges and Departments should strive to minimize hospitality expenditures.

Questions may be directed to Mr. Clint Moffitt, Associate Vice President for Financial Services. He can be reached at [\(559\) 278-8640](tel:5592788640) or via email at cmoffitt@csufresno.edu.