

January 7, 2016

## **FAQs for Travel Restrictions**

### **Why are we restricting travel?**

The State of Alaska, our single largest source of revenue, is facing a \$3.5 billion budget deficit and has imposed strict restrictions on travel. It is prudent for the university to support fiscal responsibility while at the same time ensuring that travel that is essential for our faculty and staff to serve our students and our research and outreach are maintained.

### **When are the travel restrictions effective?**

Travel that occurs on or after February 1, regardless of when reservations were made.

### **Who is affected?**

All University employees traveling on unrestricted funds.

### **Who is not affected?**

Employees traveling on restricted funds. Restricted fund (Fund 2) travel should proceed as normal.

### **Is the restriction just for out-of-state travel?**

No. This restriction is for in-state, out-of-state and international travel.

### **What is “essential travel?”**

Essential travel will be determined by the Chancellor/Vice Chancellor/Provost (depending on the travel destination) or

Obtaining continuing education credits will be an important consideration of the Chancellor/Vice Chancellor/Provost or President/Vice President in their determination if the travel is essential. Their determination will likely depend on whether or not such credits are available in-state or on-line.

**How will new travel approvals be accommodated through Travel and Expense Management (TEM)?**

First, before entering the travel authorization into TEM, it may be advisable to contact the respective Vice Chancellor/Vice President/Provost to determine if the travel will be approved. In TEM, the respective Vice Chancellor/Vice President's Banner ID [SNXXX] will need to be entered as an