

FAC 005.1 (January 26, 1980)

REPORT OF THE FISCAL AFFAIRS COMMITTEE TO THE FACULTY SENATE

Subject: Undesignated Travel Funds.

After going over the Post-Closing Trial Balances from 1976 through 30 June 1979, the Sub-committee on Travel Funds spotted one area that was not clearly defined. That area was in the 31-000 account ("General Institutional Expenses"), the allocation labelled "Administration Undistributed -- Travel."

A meeting with Paul Cook, Director of the Budget, was arranged for 29 November 1979. At that time, it was explained that the allocation is for any travel that may be undertaken for the purpose of University business but for which it is not deemed proper, desirable, or possible to draw from departmental travel budget funds. The money is available both to faculty and administration. The procedure for requesting funds from this account may be initiated at the departmental level by submitting a memo to the department chairman who, in turn, will forward the request up through the proper channels.