

Academic Affairs Division

Request for Exception to Travel & Equipment Restrictions (updated 7/14/10)

Once completed this form is to be submitted the VPAA Office, MH-133.

In cooperation with the January 9, 2009 communication from Chancellor Reed announcing travel restrictions for employees and the cancellation of all non-critical equipment purchases, the following approval requirements have been put in place for the Academic Affairs Division. This applies, thus this form is required only for travel and equipment purchases using general funds (THEFD fund code). This does not apply to travel and/or equipment purchased with non-general (foundation) or special (trust, lottery, CERF, etc.) funds. Specify exception requested below:

Travel Exception (includes faculty, staff and student travel in-state or out-of-state, faculty recruitment and guest travel). A travel restriction exception must be received prior to any travel being finalized or expense being incurred. Specify type of travel below:

Name of individual(s) for whom exception is requested _____
____ Faculty Recruitment
____ Conference Presentation (copy of presentation acceptance must be provided)
____ Other (please specify) _____

Equipment Exception (defined as any durable mechanical or electronic device costing \$500 or more OR any component, regardless of cost that will be used to assemble a new or separate mechanical or electronic device that would have a value of \$500 or more when assembled). Upgrades to or replacement parts costing less than \$500 does not require an exception form. Dean/Associate Vice President approval (via this form) is required for purchases of \$500 to \$1,000; VPAA approval is required for purchases exceeding \$1,000.

Justification for Exception:

Request must be deemed essential, such as mission critical, health and safety, meeting legal mandates or essential to the operation of the university. (Attach additional sheet if necessary)

Department Chair / Manager Requesting Exception:

Name (please print) Signature Date

Decision of the Dean / Associate Vice President:

Approval of this request certifies that there are sufficient funds available in the college/unit to support the requested action.

Approved

Not Approved _____ Date

Decision of the Vice President for Academic Affairs:

Once signed by the Vice President, this form will be returned to the requesting individual. Approved forms should be attached to the related documentation submitted to Travel Operations/Contracts & Procurement/PCard Office.

Approved

Not Approved Steven N. Murray _____ Date