

James R. Johnsen, Ed.D.

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UNIVERSITY
of ALASKA
Many Traditions One Alaska

July 1, 2019

TO: Chancellors, Chief Finance Officer

FROM: James R. Johnsen

A handwritten signature in blue ink that reads "s.R. Johnsen".

SUBJECT: Travel Restrictions

Due to the current uncertainty around the fiscal year 2020 budget,

[Redacted content]

4. Who is affected?

All University employees traveling on restricted funds

[REDACTED]

5. Who is not affected?

Employees traveling on restricted funds or on travel paid entirely by

[REDACTED]

All costs associated with travel are included. As such, hotel or conference fees are included under the travel restriction.

9. May I travel out-of-state to get continuing education credits to maintain credentials for my job?

Obtaining continuing education credits will be an important consideration by the authorized officers in their determination if the travel is essential. Their determination will likely be based on the

[REDACTED]

whether such credits are available in-state or on-line.

10. How will new travel approvals be accommodated through Concur Travel?

Before entering the travel authorization into Concur, contact the