



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

May 23, 2007

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 07-65
Delivered via Campus Email

To: All Faculty, Staff, and Students

From: Mary Lee Hodge
Vice President for Business Affairs

Re: Out-of-State Travel Freeze on State Funds

As you are aware, the State of Texas has imposed limitations on out-of-state travel expenditures paid from state funds. In order for the University to stay within the travel cap for the current fiscal year, a freeze on out-of-state travel expenses paid from state appropriated funds will take place effective immediately.

If you have travel plans that begin on May 17, 2007 or later and you have already encumbered state funds for the trip, you may continue to use the account up to the amount of the encumbrance. State appropriated funds are any account beginning 1xxxxx. All new travel must be paid with non-state appropriated funds. Non-state appropriated accounts are accounts beginning 2xxxxx, 3xxxxx, 4xxxxx, and 5xxxxx.

For all questions and /or any further assistance related to this matter, please contact me via email at mlhodge@pvamu.edu or 936-261-2150.

xc: Dr. George C. Wright
Ms. Yadira Perez