



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

May 12, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY06-24
Distributed via Campus Email

TO: All Faculty and Staff

FROM: Mary Lee Hodge
Vice President of Business Affairs

RE: Freeze on Out-of-State Travel Paid with 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; the travel freeze will affect all out-of-state travel beginning May 12, 2006 through August 31, 2006.

If you have travel plans that begin on May 12, 2006 or later and you have planned to pay for the travel from state appropriated funds, the account should be changed to a non-state appropriated account. State appropriated funds are any account beginning 1xxxxx and non-state appropriate accounts are account beginning 2xxxxx, 3xxxxx, 4xxxxx, and 5xxxxx.

For all questions and/or any further assistance needed, please contact the Travel Office at extension 4851 or 4852.

Thank you in advance for your support of this decision.

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