

Travel Restrictions Directive rescinded effective Sept. 1-FR and SJ

August 31, 2017 by UNB

Notice from the Vice-President (Administration and Finance)

Please be advised that the Travel Restrictions Directive will be rescinded effective Sept. 1, 2017. The directive stated that all travel funded from the operating account must be justified as essential and approved by a vice-president prior to the travel being booked. Shortly thereafter, the directive was revised to include blanket pre-approvals for certain travel and to delegate pre-approval to a senior administrator instead of a VP. The travel directive was implemented as part of financial restraint measures to help address the university's financial situation. In reviewing travel expenses since the restriction was put in place, it appears the directive has had its desired effect resulting in an overall reduction in travel expenses.

While it is expected that all faculty and staff will continue to ensure that all travel is essential to the university, pre-approval of travel as outlined in the directive is no longer required for travel claims submitted after Sept. 1, 2017.

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