



Chicago
State
University

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Interoffice Memo

TO: Chicago State University Community
FROM: Elnore D. Daniel
DATE: September 15, 1998
RE: Policy on Travel

As you are aware, resources are severely limited at the University. Therefore, I am implementing a new policy regarding travel.

Effective immediately, I am limiting business travel on behalf of the University to two nights and three days, or three days and four nights if travel is covered by grant funds. Should the traveler be able to show that a longer stay would save funds in terms of lower airfare, this could be approved by the Provost or President.

Thank you for your cooperation.

/rb

Program Chairs + Unit Directors
Above EYI and necessary action
while completing your travel
request.