

MEMORANDUM

DATE: July 1, 2016

FROM: Jim Cooney, Vice Provost for International Affairs



SUBJECT: Blanket Authorization for IN-STATE Travel Expenses

I am granting all Administrative Professionals and State Classified employees within the Office of International Programs blanket authorization for all IN-STATE travel expenses that benefit the University. Since your position may require you to travel on university business in the State of Colorado, this letter authorizes IN-STATE travel (except when using a commercial airline), effective July 1, 2016 through June 30, 2017.

This is in accordance with travel requirements, found in the university's Financial Policy & Procedure Instructions Manual, FDI D-3 Travel & Recruitment Manual.