

UNIVERSITY OF KANSAS  
Lawrence

Office of the Chancellor  
TO HEADS OF DEPARTMENTS:

October 22, 1943

Owing to the difficulty that national associations have had in arranging their annual meetings no definite out-of-state travel budget has been set up by the University for the fiscal year 1942-43. Any member of the staff desiring to attend an association meeting or make any other trip outside Kansas, the expense for which would be normally borne by the state, should make application in writing directly to the Chancellor somewhat in advance of the date of the proposed trip. Requests for travel to be made under the grants from the Graduate Research Committee should be submitted to the Graduate Office rather than to the Chancellor.

Under the state law, out-of-state travel for which reimbursement is expected must be approved by minute of the Board of Regents in advance of the date of the beginning of the trip, and receipts must be presented for every item of expenditure, except taxi and the like. Travel for the state is exempt from the Federal Transportation Tax if a transportation exemption certificate is filled out at the time the ticket is purchased. Copies of this certificate are available at the Chancellor's Office.

Sincerely yours,  
RAYMOND NICHOLS  
Executive Secretary