

University of Kansas  
Lawrence

Office of  
The Chancellor

June 19, 1940

TO DEANS AND HEADS OF DEPARTMENTS:

In order to keep within the out-of-state travel allowance set by the Board of Regents it is necessary for us to make up a budget for the fiscal year starting July 1, 1940.

Will you kindly send to my office not later than Monday, June 24, a list of out-of-state trips which you believe members of your staff should make next year at state expense. This should include the name of the individual, the purpose of the trip, the approximate dates and probable place, and the estimated total cost distributed between railroad fare, Pullman, hotel room, and meals. Please make your report on the attached form.

Trips made under grants from the Graduate Research fund should not be included. These items will be covered in the request from the Graduate School.

There is a law at present in force requiring that we file with the State Auditor the advance written approval of the Board of Regents for all out-of-state travel. Requests made after the 1940-41 travel budget is approved should be anticipated far enough in advance for their inclusion in the regular Board of Regents minutes, which are written on the 15th of each month.

DEANE W. MALOTT,  
Chancellor