

University of Kansas
Lawrence

Office of
The Chancellor

May 16, 1938

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, 1938.

Will you kindly send to the Chancellor's Office sometime this week your recommendation on out-of-state travel which it is desirable that members of your staff 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. It is suggested that the report be made on the attached form.

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

Your attention is called to the new Kansas law requiring that we file with the State Auditor the advance written approval of the Board of Regents on all out-of-state travel. Requests made after the 1938-'39 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 the month.

Cordially yours,

E. H. LINDLEY,
Chancellor.