

Sent on Behalf of President Radenka Maric and Provost Anne D'Alleva

Dear Colleagues,

We are writing to share guidance on University-sponsored travel, applicable to both institutional and UConn Foundation funds. With limited discretionary resources available, this guidance is designed to help ensure that travel funding is directed toward the University's most important academic and strategic priorities.

Discretionary funding enables many aspects of our mission, from advancing faculty research and scholarship and supporting graduate students, to sustaining the development and growth of staff across the University. Travel is an important part of that mission, but it's not without cost. We ask all employees to consider carefully when and why they travel, and to weigh how proposed travel compares in value to other needs those funds could support. In some cases, this may mean making difficult choices about where to go, how often, or who should attend.

This guidance outlines expectations for evaluating the purpose and impact of travel, encourages cost-effective and sustainable approaches, and clarifies how decisions should be made. All employees who travel on behalf of the University are expected to follow this guidance, which can be reviewed here: [View Essential Travel Guidelines](#).

This guidance applies to the use of institutional and Foundation funds. Travel funded by grants or other external sources is not restricted, provided it meets the terms of the award. This guidance may evolve as we continue to review and update our travel policies and procedures as well as evaluate the University's financial outlook.

Thank you for your thoughtful consideration of these principles and for all you do to support UConn.