

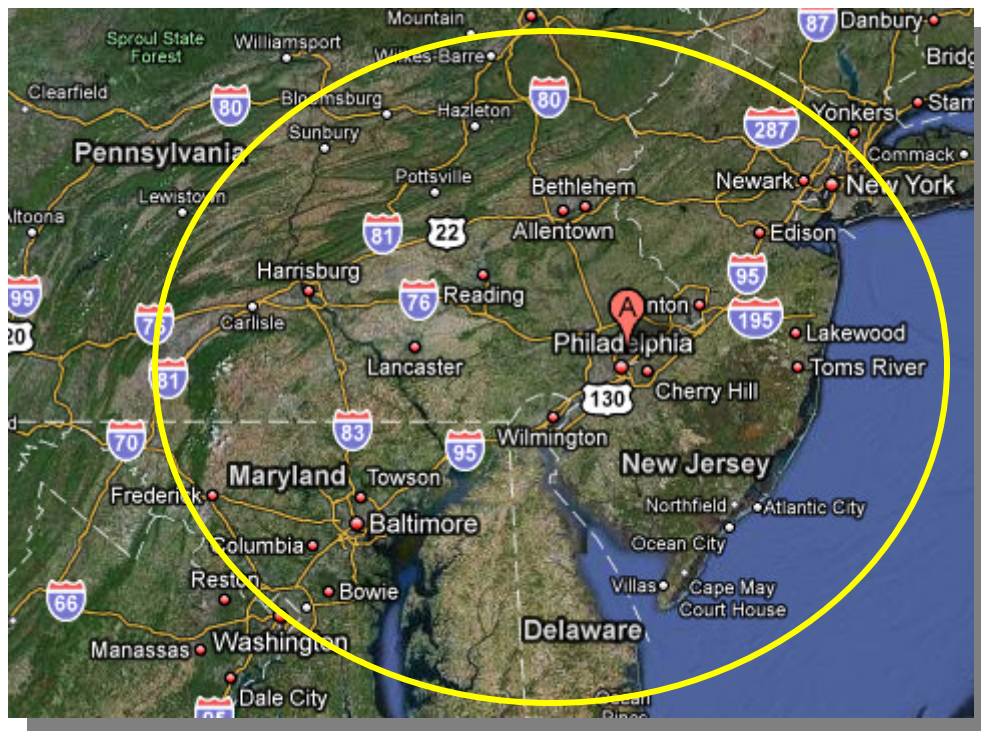
Temple University Modified Travel Restrictions 2009-2010

The out-of-state travel freeze in effect since October 2008 has been modified in an effort to provide departments with more discretion and greater flexibility when planning their travel. The Travel Exception Form is no longer needed for travel within the Philadelphia metropolitan region as defined below.

However, due to on-going economic uncertainty, travel restrictions remain in place for other university funded out-of-state travel.

TRAVEL GUIDELINES:

The Travel Exception Form is no longer required for travel with the Philadelphia metropolitan region, which for purposes of this policy, includes New Jersey, Delaware, as far south as Washington D.C. and as far north as New York City. An exception form is still not required for travel within the commonwealth of Pennsylvania.



Although an exception form is not required for travel within the Philadelphia metropolitan region, all existing university and department travel policies and approvals still apply.

Aside from the out-of-state travel within the Philadelphia metropolitan region outlined above, the out-of-state travel freeze applies to and the Travel Exception Form is required for:

- all out-of-state travel outside the Philadelphia metropolitan region as defined above whether by air, rail or university or personal vehicle
 - University sponsored and funded out-of-state travel whether by faculty, staff, administration or students
 - travel funded by the university's operating or 100000 funds only
 - travel to conferences, seminars, training sessions, presentations, meetings or any other covered out-of-state travel
- An exception request form, including a written justification, must be submitted to the cognizant Senior Vice President. Exceptions may be considered when
 - Traveler is on a program committee or board
 - Traveler is a presenter or speaker
 - Mission critical training will be provided (safety, technical)
 - Attending a conference to gather critical/timely information would be less expensive and more valuable than hiring consultants

When exceptions are granted, they will be limited to one person or to the fewest possible people.

- Every effort must be taken to ensure that the travel is accomplished in the most efficient and cost effective manner possible.
- Where possible conference calls and video conferencing should replace travel between campuses. (TUA, TUFW, HSC, Main, TUCC, TUH)
- The University's existing travel policies remain in effect during these modified travel restrictions.