

April 1, 2008

TO: Fran Ulmer, Chancellor  
FROM: Kim Stanford, President, UAA Assembly  
RE: UAA Governance Travel Funds – FY09

The UAA staff and faculty governance leaders have met recently to prepare the attached draft UAA Governance Travel Guidelines. We are respectfully requesting Governance travel funds for FY09 in the amount of \$10,000.00 to be used in accordance with these guidelines contingent upon your approval.

As always, your support of UAA governance is greatly appreciated. If you have any questions or concerns, please let me know.

Cc: Christine Tullius, Governance Office

University of Alaska Anchorage  
Governance Travel Guidelines

General Purpose: Representation on behalf of UAA and/or advocacy related to issues of importance to UAA governance.

Distribution of Funds: Each staff and faculty governance group (APT Council, Classified Council, Faculty Senate) and UAA Assembly will be allocated a portion of the total Governance travel budget for each fiscal year (\$10,000.00) as follows:

UAA Assembly	\$1,900.00
APT Council	2,700.00
Classified Council	2,700.00
Faculty Senate	2,700.00

Travel fund usage for each area is intended for use by the officers of that group. First consideration is given to the President, then Vice President. If it will not be used by the officers, it may be used for other members of that governance group as decided by the officers or reallocated among the groups as agreed to by the governance leadership.

Approved purposes:

- Attendance at UA Board of Regents meetings for specific relevant topics and/or testimony.
- Advocacy in Juneau on behalf of UAA.
- Travel from community campuses to Anchorage for retreat meetings.
- Travel to conferences that directly benefit the UAA governance mission.

Travel Summary:

A brief, written recap should be submitted by travelers using Governance funds within two weeks of their return. This recap should be submitted to the constituent governance group as well as UAA Assembly so that all may benefit from their experience and information attained.