



February 25, 2009

To All UPRM Researchers and Research Administrators

[Handwritten signature of Yuri Rojas]

Yuri Rojas
Director

Approved by: ~~Jorge Iván Vélez Arocho~~
Chancellor

CAUTIONARY MEASURES PERTAINING TO TRAVEL

As per Circular number R-0809-13, issued by the President of the University of Puerto Rico last January 14, 2009, the use of travel funds has been restricted until June 30, 2010. Travel with institutional funds requires, in addition to the normal procedures, the previous approval of the UPRM Chancellor and the UPR President for the use of such funds.

However, these measures do not apply in the following instances:

1. When travel is made by teaching/research personnel ("*personal docente*") who will be travelling to make a presentation of research results. In this case, documentation must be provided certifying the acceptance of the oral, poster, or similar, presentation.
2. When travel is paid fully with external funds from a project that has money budgeted in that category and where travel is consistent with the purpose of the grant or contract.
3. When travel is made with University matching funds (UFIS account numbers beginning with 30320 or 30330) tied directly to an externally funded project, which have money budgeted in that category and where travel is consistent with the purpose of the grant or contract.

