



JANUARY 29, 2009

TO: BUDGET MANAGERS

FROM: JIM BUTLER, VP FINANCE & ADMINISTRATION

RE: DISCRETIONARY SPENDING

**STATEMENT ON DISCRETIONARY SPENDING:**

The university is currently facing significant financial challenges and the potential of job loss should these challenges not be mitigated through central strategies such as a reduction in discretionary spending.

Discretionary spending is defined as operating costs which can be eliminated without having a detrimental impact on a department's delivery of its core programs and services. Given the financial challenges the University is facing, it is encouraged that effective immediately, all managers make every effort to reduce, and where possible eliminate, discretionary spending on non-essential operating costs. Discretionary spending may include, but is not limited to:

- Travel, accommodation
- Conference fees
- Professional and/or membership dues, subscriptions
- Professional and consulting services
- Meeting and seminars, departmental social expenses (i.e. meals, food at meetings)
- Non-essential enhancements to furniture, equipment, office space

We appreciate your understanding and cooperation in this regard.