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MEMORANDUM

To: All Research Foundation Employees

Re: Travel to North Carolina and Mississippi

Governor Cuomo recently issued executive orders requiring all New York State agencies, departments, boards, authorities and commissions to bar any requests for publicly funded or publicly sponsored travel to North Carolina or Mississippi, with certain exceptions. The Governor's executive orders did not include the Research Foundation because the Research Foundation is not a "New York State agenc[y], department, board, authorit[y] or] commission".

CUNY General Counsel and Senior Vice Chancellor for Legal Affairs Frederick P. Schaffer issued a guidance memorandum on April 12, 2016, addressed to CUNY presidents, provosts and administrators. CUNY has interpreted the executive orders to include a ban on travel to those states by CUNY employees "using funds that come from outside sources such as grants, MOUs or contracts, including funds administered by the CUNY Research Foundation....".

In addition, SVC Schaffer's memorandum contained the following sentence:

"Employees of these entities [including the Research Foundation] who are working at CUNY campuses are also prohibited from traveling to North Carolina and Mississippi in their official capacities in connection with work they are doing for CUNY."

The Research Foundation understands that sentence to mean that CUNY employees may not direct or allow Research Foundation employees working with them at a CUNY campus to travel to North Carolina or Mississippi "in connection with [the] work they are doing for CUNY". The Research Foundation will, of course, cooperate with CUNY in its compliance with the Governor's executive orders.

Based on the April 12, 2016, guidance from CUNY, all travel by either a CUNY or RF employee to North Carolina or Mississippi using RF held funds is banned irrespective of the source of the funding (Federal, State/City, private or college funds).

Any exception to the ban must be authorized by the Office of the General Counsel (Joan Margiotta, 646-664-9235, joan.margiotta@cuny.edu) or by the University Controller's Office (Miriam Katowitz, 646 664-3171, miriam.katowitz@mail.cuny.edu).

A handwritten signature in blue ink, appearing to be 'JM', located at the bottom right of the page.