DATE: February 21, 2012

TO: Administrative Council, Deans, Associate Deans, Department Chairs, Directors, Managers, and Campus Business Partners

FROM: John Guion, Director, Procurement & Contract Services

The Travel Expense Justification form has been modified in line with feedback from our campus business partners. The CSU goal is to reduce travel costs by reviewing them ahead of time to ensure they are mission critical. The Chancellor wants travel expenses reduced by 35% in 2011-12 and has designated minimum organizational levels of review and approval. The revised Travel Expense Justification form has been designed with these required Sac State Review and Approval levels:

In-State Travel                  Associate Vice President or Provost
Out-of-State or AVP Travel       Additional Approval of the Vice President or Provost
International or VP Travel       Additional Approval of the President

The updated justification forms and samples of completed forms are available at:
http://www.csus.edu/aba/forms.htm#Procurements_&_Contracts.

A form must still be completed for all travel charged to the General Operating Funds (funds beginning with M, THS, and TS). In addition, the Academic Affairs Provost’s Office continues to require a travel justification form for all funds. A requisition for travel will not be changed to a purchase order until the appropriately approved justification form has been received by the Procurement Office to be matched with the on-line approved travel requisition.

REMINDERS:
In order to accurately show travel expenses, please remember to code Professional Development registration and fees to Account 660009. True travel expenses (e.g., air, lodging, meals, etc.) should be coded to the appropriate in-state or out-of-state account codes beginning with 606XXX.

If someone is traveling internationally, Foreign Travel Insurance is required. The President must approve all foreign travel first. Please wait until the travel has been approved prior to setting up the foreign insurance policy with Risk Management Services. Their office has assured us all requests for foreign travel insurance are given priority and are executed quickly. If you have any questions, please visit the website for forms and details, at:
http://www.rms.csus.edu/riskmanagement/facultyintltravel.html
Even though the justification form is not required for all funds, it is strongly recommended that approvers of other funds be conservative in their travel expenditures. We continue to be in unknown territory with the State budget and cannot predict when it will be resolved or the impact on us until it is resolved. It is best to be prudent in these circumstances.

**Contacts:**
If you have any questions or concerns about the updated travel justification forms, or about this notice, please contact Leah Davis x87810, email ldavis@csus.edu, or myself, John Guion, x87322, email jguion@csus.edu.