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

FROM: Justine Heartt, Associate Vice President for Financial Services, ABA

DATE: July 30, 2013

To streamline the required pre-approval process for travel, significant changes have been made to the original Travel Expense Justification form. The form has been split into two separate documents; one for Domestic Travel and one for International Travel. Use these updated forms for new travel requests. See highlights of the new forms below:

**Domestic Travel**
- Now required for all University funds for all Divisions.
- Lodging Rate Exception – Use this box if the pre-tax rate is in excess of $175 per night. You will then submit a copy of the approved Domestic Travel Expense Justification form with your Travel Expense Claim. This process will replace the need to obtain approval via email and/or memorandum from the Provost or your Vice President.

**International Travel**
- Required for all funds (University or Auxiliary) for all Divisions – Fields have been added to specify other funding sources and/or grant names; (e.g. Continuing Education fund or History grant).
- Travel Insurance – Identify the funding unit for the required insurance.
- President approval required. Signature space has been provided for manager recommendations.

Prior to completing your Travel Expense Justification form, enter a travel requisition into the Common Financial System (CFS) for travel paid by any university fund. The approved travel requisition will not be turned into a PO until the completed justification form is received by Procurement. Remember this pre-approval process (including issuance of the University Travel PO) must occur before travel commences.

Please begin using the new forms which are posted and available now at [http://www.csus.edu/aba/forms.html#Procurements & Contracts](http://www.csus.edu/aba/forms.html#Procurements & Contracts).

**Contacts**
If you have any questions or concerns about the updated travel justification forms, please contact John Guion, Director, Procurement and Contract Services, x87322, jguion@csus.edu, or Susan Johnson, Director, Accounts Payable and Travel, x86476, sjohns@csus.edu.