International Travel

1. If traveling under the banner of the University permission is required. The banner of the University is invoked especially for insurance and liability purposes when all or part of the travel is related to an official or business duty even if the traveler is on vacation, sabbatical, off contract (e.g., faculty in the summer) or other personal activity for which a portion is business-related. Include the specific dates for the business or official component.

2. Permission requests must reach the President’s Office 30 days prior to proposed travel date. If traveler receives an invitation less than 30 days of the proposed travel date, Deans should contact Don Taylor in Academic Affairs for advance clearance from the President’s Office and the invitation should be attached showing date issued/received.

3. For travel to countries on the CSU Hazardous List (or the State Dept. travel advisory list) in addition to the campus form, traveler will need to enter their travel information on the CSU travel portal website and notify Janett Torset that the information has been uploaded. Without informing Academic Affairs, we do not know that the CSU form has been completed and the CO will contact the president to see why he has not signed the CSU form. Travelers should contact Janett Torset for login instructions to the website.

4. Travel Justification needs to be stronger. Attach conference program, abstract of presentation, reason for your role if not presenting. Also, include plans to cover your duties while gone (especially important for faculty traveling during the semester, should include plans to cover classes, exams, etc).

5. Students accompanying faculty on international travel under the banner of the University are also required to fill out Release of Waiver Form with Risk Management and a Travel Request Form (contact Janett Torset in AA for the Student Travel Form).

6. Notification of Approval: Travel MUST NOT commence until traveler and Dean have received notification of approval from AA. Notification is via a memo from Don Taylor. The Dean’s Office also receives copies of the approved forms as well.

7. Deans are responsible for accuracy of forms and form compliance with policy PRIOR to forwarding to Academic Affairs. Incomplete forms, late forms without substantial documentation or prior determination by AA (e.g., late invitation) will be returned to the Deans and the Dean will be responsible to notify the proposed traveler of the disposition of the request.

Contact Janett Torset: 916 278 5933 or via email to Torsetj@csus.edu with any questions or for guidance regarding international travel.
**Domestic Travel**

1. Colleges/Deans should be more diligent in reviewing travel request forms PRIOR to forwarding to Academic Affairs. Ensure all required back up materials are attached and Dean’s signature appended.

2. The Lodging Exception: Lodging above $175 per night requires an exception. For AA approval of the exception requires substantial justification which must be attached. “Conference rate” is insufficient justification and should include explanation of other options explored (e.g., government rate not available, no other hotel close to conference site with lower rates, etc).

3. Timeline: Ensure enough lead time for signed forms to reach Academic Affairs and be approved by the Provost before travel commences. Travel not approved by the Provost prior to travel is not authorized. As always, for emergencies or late invitations, please let us know.

4. Travel Advance: Please include amount requested in the justification section of the Form or some place that is very visible and clearly marked “Travel Advance Requested.”

5. Source of Funding: Please make sure to include additional Forms when source is Self-Funded or from UEI. Those funding sources also have forms to be completed and attached to the requisition. In addition, AA needs to know where the funding is being allocated from, so please make sure the source is specified on the form.

6. Signature Line for Approvals: Please Print Name on the “Name Line” and not title or Department.

For questions or clarification regarding domestic travel the analyst in the Dean’s Office should contact either the Procurement office or Donna Monsoor (916 278 6331) in Academic Affairs.