

# California State University, Sacramento

## PROCEDURES FOR TRAVEL POLICY

[ADM – 0147](#)

**Updated January 2017**

California State University, Sacramento (Sacramento State) follows the Systemwide CSU Travel Procedures at: <http://www.calstate.edu/icsuam/documents/Section3000.pdf>

See Section 3601.01 Travel Policy, pg. 48.

Additionally, Sacramento State follows the procedures below which are specific to our University:

- Travelers must follow their division and/or department policy pertaining to travel which may be more restrictive than the Systemwide CSU Travel Procedures
- Travelers must submit an approved travel requisition prior to travel
- Cash Advances are in accordance with the Sacramento State procedures to “Get a Travel Advance” <http://csus.edu/aba/accounts-payable/get-a-travel-advance.html>
- When driving on university business, vehicles shall be used in accordance with the Sacramento State procedures for “Driving on University Business” <http://csus.edu/aba/Risk-Management/driving-on-university-business.html>

### **As of January 1, 2017 CSU Travel Restrictions – Assembly Bill 1887**

Assembly Bill 1887 approved by the Governor Jerry Brown on September 27, 2016, added Section 11139.8 to the Government Code relating to discrimination.

As a result of this new law, as of January 1, 2017, the CSU will be restricted from requiring employees to travel to certain states. Additionally, CSU is prohibited from approving state-funded or state-sponsored travel to those states. A current example of a state subject to these travel prohibitions is North Carolina, which in 2016 passed a law which prevents local governments from passing anti-discrimination rules to grant protections to gay and transgender people. The complete list of affected states will be maintained on the California State Attorney General’s website, <https://oag.ca.gov/ab1887>, and travelers and approvers are required to check the website for the current list when planning out-of-state travel.

### **EXCEPTIONS**

Exceptions to the new travel prohibitions may be granted for the following purposes:

- 1) Enforcement of California law, including auditing and revenue collection.
- 2) Litigation.
- 3) To meet contractual obligations incurred before January 1, 2017.
- 4) To comply with requests by the federal government to appear before committees.

## **EXCEPTIONS (Continued)**

- 5) To participate in meetings or training required by a grant or required to maintain grant funding.
- 6) To complete job-required training necessary to maintain licensure or similar standards required for holding a position, in the event that comparable training cannot be obtained in California or a different state not affected.
- 7) For the protection of public health, welfare, or safety, as determined by the CSU or other state agencies.

Travelers are required to document any exceptions on their travel authorization and/or travel expense documentation.

## **FAQ TRAVEL RESTRICTIONS – AB1887**

Please find below a list of questions that the Chancellor’s Office (CO) has received as a result of the implementation of this policy. CO staff will continue to update this document as further questions surface.

It is recommended that each campus have procedures in place to ensure the requirements of AB1887 are adhered to and that any travel completed under the exceptions are approved and documented.

### ***1. What is Assembly Bill 1887 (AB1887)?***

AB1887 is a California law that restricts state agencies from requiring its employees to travel to any state that has enacted a law that discriminates on the basis of sexual orientation, gender identity, or gender expression. For a complete text of the bill, please visit the California Legislation information website, [http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201520160AB1887](http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB1887)

### ***2. When do the AB1887 CSU Travel restrictions go into effect?***

AB1887 CSU travel restrictions are effective January 1, 2017.

### ***3. Who does AB1887 apply to?***

AB1887 applies to all CSU employees, officers, or members, as well as non-employee travelers, including students.

### ***4. How does AB1887 affect CSU Travel?***

As a result of this new law, the CSU is restricted from requiring employees to travel to certain states. Additionally, the CSU is prohibited from approving state-funded or state-sponsored travel (including auxiliary organization funds which have limited flexibility on a case-by-case basis to be determined by the campus) to those states. The state to be traveled to is the deciding factor for the ability to travel, not the funding source for the travel, unless one of the documented exceptions is met (see FAQ #7).

**5. How do I find the states that are on the list?**

The complete list of affected states will be maintained on the California State Attorney General's website, <https://oag.ca.gov/ab1887>.

**6. Can I refuse to travel to the states on the California State Attorney General's website?**

Yes, the CSU cannot require an employee, officer, or member to travel to the affected state, unless the travel meets one of the exceptions.

**7. What are the exceptions to AB1887 travel prohibitions?**

Exceptions to AB1887 (<https://oag.ca.gov/ab1887>) travel prohibitions are as follows:

1. Enforcement of California law, including auditing and revenue collection.
2. Litigation.
3. To meet contractual obligations incurred before January 1, 2017.
4. To comply with requests by the federal government to appear before committees.
5. To participate in meetings or training required by a grant or required to maintain grant funding.
6. To complete job-required training necessary to maintain licensure or similar standards required for holding a position, in the event that comparable training cannot be obtained in California or a different state not affected.
7. For the protection of public health, welfare, or safety, as determined by the CSU or other state agencies. Any travel completed using the above exceptions to prohibited travel per the AB, must contain documented approval of the exception.

**8. What if I booked my travel prior to January 1, how am I to handle trips to states listed on the Attorney General's website?**

If travel arrangements were made and/or paid for to an affected state prior to the law's effective date, then the university will reimburse for all travel expenses incurred before and after the law's effective date. The same logic will apply as states are added to the website.

Campuses should have a procedure in place to check the Attorney General's website prior to making any travel reservations.

**9. Can I invite prospective employee, speakers, or consultants from states on the Attorney General's list?**

Yes. AB1887 applies to the states that one is traveling to, not the states that one is traveling from. The CSU can reimburse for travel expenses of someone traveling from a state on the Attorney General's website.