



## **Business Matters @ Sac State**

**Topic: Travel Restrictions – New states added – Effective: July 6, 2017**

**DATE:** July 6, 2017

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

**FROM:** Daljit Khangura, Manager, Accounts Payable & Travel Manager

### **STANDARD BUSINESS TRAVEL:**

Accounts Payable & Travel (AP) would like to inform you of updates to the University Travel Policy and Procedures effective July 6, 2017.

The updates reflect the changes to the CSU system wide travel policy and procedures. Travel procedures on the AP website have been updated. ***Please note: Some divisions/departments, if desired, may adopt a more restrictive guideline and procedures than what is presented below. Please verify with your division/department head before requesting travel approval.***

Assembly Bill 1887 approved by 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 is restricted from requiring employees to travel to certain states. Additionally, CSU is prohibited from approving state-funded or state-sponsored travel to those states. These states are Mississippi, North Carolina, Kansas and Tennessee.

**On June 27, 2017 the bill added the following states: Texas, Alabama, Kentucky and South Dakota.**

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

Exceptions to the 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 and/or June 27, 2017, as appropriate
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 subject to the travel prohibition
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. The travel policy will be updated to reflect these new state additions.

### **Contact Information:**

If you have any questions or concerns about this notice, please contact Accounts Payable & Travel, [aba-fin-ap-travel@csus.edu](mailto:aba-fin-ap-travel@csus.edu), ext. 86476.

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