



SACRAMENTO
STATE

Business Matters @ Sac State

TOPIC: COVID-19 – Change to AP & Travel Document and Signature Requirements

DATE: March 19, 2020

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

FROM: Daljit Khangura, Manager, Accounts Payable & Travel

Due to the number of employees currently telecommuting, effective immediately, Accounts Payable & Travel will accept all invoices, request forms, and travel claims with required backup via email and electronic signature to aba-fin-ap-travel@csus.edu. It is the department's responsibility to monitor submitted paperwork as *not to duplicate submissions*.

PLEASE NOTE: The retention of original paperwork in your department is **critical** to ensure duplicate payments do not occur.

Contact Information:

If you have any questions or concerns about this notice, please contact AP&T either by email at sacstatetravel@csus.edu or by phone (916) 278-6476.