



SACRAMENTO
STATE

Business Matters @ Sac State

TOPIC: Process to Request Essential Domestic Travel During COVID-19
Travel Suspension

DATE: May 22, 2020

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

FROM: Daljit Khangura, Director of Accounts Payable & Travel

Dear Colleagues,

Please use the following process to request **Essential Domestic Travel** during
COVID-19 Travel Suspension.

Academic Affairs:

1. Dean/AVP forwards justification for travel request to Provost via email for review.
 - a. If acceptable, Provost will request email approval from the President
 - b. If President approves, Provost will forward President's email approval to Dean/AVP
2. Area emails signed Domestic Travel Expense Justification (DTEJ) form to Chris Yoakum in the Provost's Office (MUST include email approval referenced above).
3. Chris Yoakum will process the DTEJ through Adobe Sign for the Provost's signature.
4. Chris Yoakum will return the signed DTEJ and email approval to the department making the request and will provide directions to:
 - a. Attach the documentation to their Concur travel request.
 - b. Department staff/budget approvers will manually add the following people to the workflow in Concur after the Reports to Manager (see below for instructions).
 1. Dean (if applicable)
 2. Provost Steve Perez
 3. President Robert Nelsen

Student Affairs:

1. Director/AVP forwards justification for travel request to VPSA via email for review.
 - a. If acceptable, VPSA will request email approval from the President.
 - b. If President approves, VPSA will forward President's email approval to Director/AVP of area.
2. Area sends signed Student Affairs Domestic Travel Expense Justification Form to Karina Garcia-Solorio in the Student Affairs Business Office (MUST include email approval referenced above).
3. Karina Garcia-Solorio will process the Student Affairs Domestic Travel Expense Justification Form through Adobe Sign for the VP's signature.
4. Karina will return the signed Student Affairs Domestic Travel Expense Justification Form and email approval to the department making the request and will provide directions to:
 - a. Attach the documentation to their Concur travel request.
 - b. Department staff/budget approvers will manually add the following people to the workflow after the Reports to Manager (see below for instructions).
 1. Vice President Ed Mills
 2. President Robert Nelsen

Administration and Business Affairs

1. In the Concur travel request, Traveler enters a written justification, within the Comments box or via an attachment, along with normal travel request documentation. Submit travel request.
2. Department staff/budget approvers will manually add the following people to the workflow after the Reports to Manager (see below for instructions).
 - a. Jonathan Bowman
 - b. President Robert Nelsen

All Other Divisions

1. Traveler to contact VP for specific directions and requirements.
2. Department staff/budget approvers will manually add the following people to the workflow after the Reports to Manager (see below for instructions).
 - a. VP
 - b. President Robert Nelsen

How to Manually add Workflow Steps

Department Staff/Budget Approver will add the required names in the Approval Flow tab (click the + sign to add a step after Reports to): Add a line for each person you manually need to add to the workflow.

Request 4CNG Attachments ▾

Request/Trip Name:

Request Header ⚠ Segments Expense Summary **Approval Flow** Audit Trail

Budget Approval:

▼ 35600 - Geology (SA-SACST-MDS01-35600):

"Reports To" Approval2:

(this step may be skipped)

User-Added Approver:

Click plus sign to add additional approver. Type persons name into box.

Add a step after this step

Add a step after this step

Specific questions about this travel guidance and restriction should be addressed to your immediate supervisor and/or college dean or divisional vice president. General questions about employee travel can be directed to Accounts Payable & Travel, sacstatetravel@csus.edu, ext. 86476.