



SACRAMENTO
STATE

Business Matters @ Sac State

TOPIC: UPDATE-Process revision to Request Essential Travel During COVID-19
Travel Suspension - Effective Immediately

DATE: August 13, 2020

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

FROM: Daljit Khangura, Director of Accounts Payable & Travel

Please see the updated process revision to request **Essential Travel** during COVID-19
Travel Suspension through June 30, 2021.

For employees not trained in Concur:

As of July 1, 2020, travel Requisitions/POs will no longer be processed in CFS
(excluding Athletics and group travel). All travel requests & reimbursements are to be
processed within Concur.

Training should be completed at least 30 days in advance of travel. If training
is required, please contact sacstatetravel@csus.edu. An invite will be sent with
upcoming training dates.

Process for Requesting Essential Travel in Concur:

Traveler submits the following package via Concur:

1. Follow department/college protocol regarding required forms and submission
timeframes.
2. Enter justification as to why the travel is essential in the Comments To/From
Approvers/Processors field or attach a separate justification document.
3. Appropriate travel information e.g., conference, budget.

Manual Workflow Step

Department Staff/Budget Approvers will add the following names in red to the Approval
Flow tab in the following order (click the + sign):

Request 4CT4 [Bing, Morgan] Save Workflow Attachments Print / Email Status: P

Request/Trip Name: Aaron Lazanoff, Swanton Pacific

Request Header Segments Expense Summary Approval Flow Audit Trail

Budget Approval:

100400 - CAFES-Animal Science (SL-SLCMP-SL002-100400): Watkins, Noemi

User-Added Approver:

User-Added Approver:

Click the plus sign to add additional approvers. Type name on person in box, starting with Last name.

1. **College Dean/Program Center (if applicable)**
2. **Provost/Divisional Vice President**
3. **President Robert Nelsen**

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, or extension 8-6476.