



SACRAMENTO  
STATE

## *Business Matters @ Sac*

*State*

### ***Topic: Modification of Travel Restrictions as of June 1, 2021***

**DATE:** May 12, 2021

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

**FROM:** Daljit Khangura, Director of Accounts Payable & Travel

Considering the planned re-population of campuses for the Fall 2021 term, and the expected widespread availability of the COVID-19 vaccine, the CSU restrictions previously placed on travel will be lifted as of June 1, 2021.

Sac State will be following the latest travel guidance from the Centers for Disease Control and Prevention (CDC), which can be found [here](#). Faculty, staff, and approving officials should review each travel destination and consider the health and safety of the hive.

#### **Process & Guidelines for Travel**

1. Review the COVID Travel Checklist related to your planned destination. **\*Important links and information are provided within these documents and should be reviewed**
  - [COVID Travel Checklist – Domestic](#)
  - [COVID Travel Checklist – International](#)
2. Review the [Travel Safety Guidelines for COVID-19 Travel](#)
3. Submit a Travel Request
  - State funded travel – enter travel request through Concur, access on your My Sac State homepage
  - University Foundation at Sacramento State (UFSS) – enter travel requisition through CFS
  - **Within the comments section of the request, enter your attestation of vaccination**
4. All employee travel will be required to have the following approvals
  - Domestic Travel
    - o Dean (Academic Affairs)
    - o Vice President/Provost
  - International Travel
    - o Dean (Academic Affairs)
    - o Paul Hofmann, AVP for International Programs and Global Engagement
    - o Vice President/Provost
    - o President
5. In Concur, department staff/budget approvers will manually add the required people to the workflow after the “Reports To” Approval manager
6. **You may only book your travel after the request is fully approved**

Specific questions about this travel guidance and restrictions 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](mailto:sacstatetravel@csus.edu), ext. 86476.