



SACRAMENTO  
STATE

## *Business Matters @ Sac State*

**TOPIC:** Travel Requests, Moving & Relocation - Effective July 1, 2021

The Business Unit “SACTV” is officially retired from CFS. All travel utilizing state funds (“SACST” in CFS) must use the [Concur](#) Travel System. Foundation travel requests are not affected by this change, and SAFND travel requests should continue with current processes.

Moving & Relocation reimbursements also use SACTV. Please submit these types of requests via the Adobe Sign [Reimbursement Request Form](#) available on the ABA Forms page. A completed [Travel Expense Claim Form](#), including a copy of the offer letter and itemized receipts, must be included in the “Files” section.

Contact Information:

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