



SACRAMENTO
STATE

Business Matters @ Sac State

TOPIC: Modifications to Travel Restrictions as of December 1, 2021

DATE: November 29, 2021

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

FROM: Nicole Lack, Senior Director & Chief Procurement Officer, Accounts Payable & Travel

Please see the highlighted changes below.

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 planed destination. *Important links and information are provided within these documents and should be review.**
 - a. [COVID Travel Checklist – Domestic](#)
 - b. [COVID Travel Checklist – International](#)
- 2. Review the [Travel Safety Guidelines for COVID-19 Travel](#)**
- 3. Submit a Travel Request**
 - a. State funded travel – enter travel request through [Concur](#).
 - b. University Foundation at Sacramento State (UFSS) – enter travel requisition through CFS.
 - c. In the comments section please confirm that you have completed the CSU-mandated vaccination attestation and are either fully vaccinated or in the University’s COVID-19 testing program due to an approved exemption.**

4. All employee travel will be required to have the following approvals.
 - a. Domestic Travel
 - i. Dean (Academic Affairs)
 - ii. Vice President/Provost
 - b. International Travel
 - i. Dean (Academic Affairs)
 - ii. **Christine Miller, Administrator-in-Charge for International Programs and Global Engagement**
 - iii. Vice President/Provost
 - iv. President
5. In Concur, department staff/budget approvers will manually add the required people to the workflow after the “Reports To” Approval2 manager.
6. Only after your request is fully approved, may you book travel through the Concur system, if possible.

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, ext. 86476.

If you would like to attend the training please sign up here:

<https://www.trumba.com/calendars/sac-state-financial-services?eventid=148428427>

Zoom information is available through the Trumba calendar once you sign up.

If you have questions about the training or any other Accounting issues, please email: accountingservices@csus.edu for University business, or ufssaccounting@csus.edu for UFSS business.