



SACRAMENTO
STATE

Business Matters @ Sac State

TOPIC: Travel Updates – Effective June 1, 2022

DATE: June 2, 2022

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

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

Accounts Payable & Travel would like to inform the campus community of the following information:

- Vaccination attestation is **no** longer required to travel
- All employee travel will be required to have the following approvals for travel requests.
 - Domestic Travel
 - Dean (Academic Affairs)
 - The Vice President/Provost approval is **no** longer required for domestic travel
 - International Travel
 - Dean (Academic Affairs)
 - Stephanie Ingvaldson, Director of International Programs and Global Engagement
 - Vice President/Provost
 - Sarah Billingsly, delegated approver for President

In Concur, budget approvers/approvers will manually add the required people to the workflow after the “Reports To” Approval2 manager.

Your request must be fully approved before you book travel. Please book through the Concur system whenever possible.

For University Foundation at Sacramento State (UFSS) travel:

- Non-banned state travel requests & expense reports will be entered and processed through Concur. You may use the Concur booking tool to make reservation for non-banned state travel.

- UFSS travel to a banned state must enter a travel requisition through CFS. Do not enter a travel request or book any travel reservations through Concur for banned state travel. Submit a UFSS travel expense claim for reimbursement.

For UEI funded travel:

- Travel requests will be entered in Concur as \$0, Liability Unfunded. However, do NOT book any travel reservations (Air, Hotel, Car Rental, or Rail) through Concur for UEI funded travel. Travel reimbursements are to be processed directly with UEI. See Academic Affairs Travel [webpage](#) for further directions on the UEI process.

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.