



## *Business Matters @ Sac State*

### ***TOPIC: International Travel Approval Update & Reminders***

DATE: November 9, 2022

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

FROM: Sarah Hansen, Accounts Payable & Travel Manager

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

- All employee travel will be required to have the following approvals for travel requests.
- **David Zeigler** will be replacing Stephanie Ingvaldson as the approver for International Programs and Global Engagement. The updated workflow is as follows:
  - International Travel
    - Dean (Academic Affairs only)
    - **David Zeigler**, Interim Vice Provost for Student Academic Success
    - Sarah Billings, delegate approver for President
  - Domestic Travel
    - Dean (Academic Affairs only)

In Concur, **Budget Approvers/Approvers** will **manually** add the required people into the workflow after the “Reports To” Approval2 manager.

Only after your request is fully approved, should you book travel through the Concur system, if possible.

- University Foundation at Sacramento State (UFSS) non-banned state travel requests & expense reports will be entered and processed through Concur. You may use the [Concur](#) booking tool to make reservations for only non-banned state travel.
- UFSS travel to a banned state require a travel requisition through CFS under SAFDN. **Do not book any travel reservations through Concur (Air, Hotel, Car Rental, or Rail). Do not use the Travel card for any travel**

**related expenses.** Submit a [UFSS travel expense claim](#) for reimbursement by email to [sacstatetravel@csus.edu](mailto:sacstatetravel@csus.edu).

- UEI funded travel *requests* will be entered in [Concur](#). **Do not book any travel reservations through Concur (Air, Hotel, Car Rental, or Rail).** Travel reimbursements are to be processed directly with UEI. See the Academic Affairs Travel [webpage](#) for further directions.

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.