



BUSINESS MATTERS @ SAC STATE

TOPIC: International Travel Approval Update & Reminders

DATE: October 17, 2025

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

FROM: Sarah Hansen, Manager, Accounts Payable & Travel

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.
- **Michael Nguyen** will be replacing Mark Wheeler as the approver for International Programs and Global Engagement. The updated workflow is as follows:
 - International Travel-Concur Travel Request should be entered at least 45 days prior to travel date. Trip **must** be approved prior to travel.
 - Dean (Academic Affairs only)
 - **Michael Nguyen**, Interim Chief Diversity Officer
 - Vice President or Provost
 - Kristen Tudor, delegate approver for President

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

Travel should only be booked through the Concur system, if applicable, after your request has been fully approved.

Reminder:

UEI funded travel requests will be entered in [Concur](#). Do not book any travel reservations through Concur (Air, Hotel, Car Rental, or Rail) or use Sac State Concur Travel Cards. 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, travel@csus.edu, ext. 86476.