



Business Matters @ Sac State

Topic: Travel Restrictions – New state added – Effective: October 4th 2019

DATE: September 20, 2019
TO: Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers
FROM: Daljit Khangura, Director, Accounts Payable & Travel

Accounts Payable & Travel (AP) would like to inform you of updates to the University Travel Policy and Procedures effective October 4, 2019.

An update to Assembly Bill 1887 (AB 1887) approved by Attorney General (Xavier) Becerra on September 13, 2019, added Section 11139.8 to the Government Code relating to discrimination.

As a result of this updated law, as of **October 4th, 2019**, the CSU is restricted from requiring employees to travel to the additional state. Additionally, CSU is prohibited from approving state-funded or state-sponsored travel to those states.

Effective October 4th 2019, the bill added Iowa to the prohibited state list. Iowa will be the 11th state where state-funded or state-sponsored travel is prohibited.

Other states under the travel restrictions:

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|-----------------------|-----------------------|
| <i>Alabama</i> | <i>Kansas</i> |
| <i>Kentucky</i> | <i>Mississippi</i> |
| <i>North Carolina</i> | <i>Oklahoma</i> |
| <i>South Dakota</i> | <i>Tennessee</i> |
| <i>Texas</i> | <i>South Carolina</i> |

The updates reflect the changes to the CSU system wide travel policy and procedures. Travel procedures on the AP website have been updated.

Exceptions to the travel prohibitions may be granted. Travelers are required to document any exceptions on their travel authorization and/or travel expense documentation.

Please be aware Concur travel credit cards are **NOT ALLOWED** to be used for any travel to a banned state or for any travel being reimbursed through Foundation funds.

Contact Information:

If you have any questions or concerns about this notice, please contact Accounts Payable & Travel, aba-fin-ap-travel@csus.edu, ext. 86476.

Financial Services and Budget Planning & Administration

Administration and Business Affairs Families

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Bursar's Office – Procurement & Contract Services - Shipping, Receiving & Property Management – Hornet Ticket Office