



College of Health and Human Services Travel Guidelines

1. When traveling under the banner of the University whether funded or unfunded permission is required. The banner of the University is invoked especially for insurance and liability purposes when all or part of the travel is related to an official or business duty even if the traveler is on vacation, sabbatical, off contract (e.g., faculty in the summer) or other personal activity for which a portion is business-related. Include the specific dates for the business or official component. (AA, 2014).
2. Professional travel requires two major steps: securing funding for travel and obtaining permission to travel. They are separate processes and one does not substitute for the other.
3. Travel Expense Justification forms must be completed and approved before the date of travel regardless of source of funding, i.e., UEI, CTL or other sources included.
 - a. International travel requests must reach the dean's office **45 days** prior to proposed travel in order to meet Academic Affairs submission deadlines.
 - b. Domestic travel requests must reach the dean's office at least **three weeks** before proposed travel.
 - c. Failure to adhere to these dates could result in denial of travel request.
4. Unfunded Travel -Travel not funded by the university but done under the banner of university requires approval. **Unfunded international travel follows the same process as funded international travel.** Unfunded domestic travel requires submission of the CHHS Unfunded Travel Request.
5. All CHHS Faculty Professional Development Funds are awarded for the current academic year only. **If funds are not used or encumbered by the established deadlines, they will not be carried over to the next academic year.**
6. Once travel is completed, travel claims are to be submitted to your department office within 30 days.
7. See Accounts Payable Website for additional information about travel policies and resources <http://www.csus.edu/aba/Accounts-Payable/travel.html>