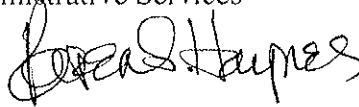


MEMORANDUM

DATE: December 1, 2008

TO: Linda Hawk
Vice President
Finance and Administrative Services

FROM: Karen S. Haynes
President



SUBJECT: Approval of Travel

In accordance with Executive Order 688, Approval of Travel Requests, and Coded Memo HR 2008-10, CSU Policy and Procedures Governing Travel and Relocation Expense Reimbursement, and the CSUSM Travel Handbook the following delegation and sub-delegations are authorized:

Pre-Travel Approval:

- **Individuals authorized to approve international Travel Requests (reference Request for Travel Approval/green form) :**

President

- **Individuals authorized to approve all in-state and out-of-state Travel Requests, (reference Request for Travel Approval/green form) :**

President

Provost

Division Vice Presidents

Travel Expense Claim Form (CSUSM 262)

- **Individuals authorized to approve the Travel Expense Form (CSUSM 262), to include registration over \$500 and business expenses over \$25:**

President
Provost
Division Vice Presidents
Associate Vice Presidents
Assistant Vice Presidents
Deans
Associate Deans
Executive Directors
Senior Directors
Directors

- **Individuals authorized to grant exceptions to CSU Internal Regulations Governing Travel Expenses and Allowances:**

Vice President, Finance and Administrative Services

KSH:cjb