

From: [Jill Heath](#)
To: pcbodist@covote.csusm.edu
Subject: [Pcbodist] Travel Reminders
Date: Monday, April 18, 2022 11:46:46 AM
Attachments: [ATT00001.txt](#)



Partners in Campus Business Operations

Travel Reminders

Sent On behalf of: CSUSM Travel Office

Dear PCBO Community,

Please see the following Travel reminders:

Year-End

As we approach the end of the fiscal year, please have all travel expense reports to be paid out of FY2021/22 submitted by **June 17, 2022**. Any travel expenses that will not be submitted by this time, but should be paid out of FY2021/22, must be accrued with Accounting.

Direct Deposit for Reimbursements

Please have all employees that are reimbursed for travel or direct pays sign up for [Direct Deposit for Reimbursements](#). Direct deposit will result in quicker reimbursement, less printed paper, and avoid the risk of checks being lost or stolen. *This direct deposit is different than the Payroll direct deposit.*

Registration

All registrations must be paid on ProCard. Please do not use personal funds to purchase registrations and then submit for reimbursement.

Reminder on Banned States

AB 1887 bans the use of state funds for travel to states that have enacted certain discriminatory laws. Please check the Travel [website](#) before planning travel, as this list may be updated at any time. Below is the current list of banned states:

Alabama	North Carolina
Arkansas	North Dakota
Florida	Ohio
Idaho	Oklahoma
Iowa	South Carolina
Kansas	South Dakota
Kentucky	Tennessee
Mississippi	Texas
Montana	West Virginia

For all other travel inquiries, we have many helpful guides on our [Training and Resources](#) page, as well as a long list of [FAQs](#). Please refer to these resources for answers to simple questions.

If you have a question that requires specific attention, please continue to use our [Booking Tool](#) to schedule a 15-minute consultation with a member of the Travel Office.

Thank you!
CSUSM Travel Office