**When Submitting Documents for Signature, please remember the following:**

* Please consult [Approval Matrix](http://www.csusm.edu/par/documents/aa_approval_matrix.pdf) to determine signature requirements
* Please consult [Transmittal Form Guidelines](http://www.csusm.edu/par/documents/transmital_form_guidelines8-12-11.pdf) for Documents Submitted to the Provost & VPAA
* Items can take up to 10 business days to process. The processing times for travel can take longer.
* [Provost Transmittal Form](http://www.csusm.edu/par/documents/transmittal_form_rev081211.doc)– print on yellow paper and place at the beginning of the packet
  + Don’t check boxes at bottom of form
  + Please don’t staple documents together
  + Please include sign here stickies
    - Please place sign here stickies on the right hand side of the paper
* Colleges are responsible for review of documents before they are received by the Provost’s office
* When submitting After the Fact documents, please ensure using correct form. If the reason for your After the Fact submission is not in the drop down menu, then that After the Fact form should not be used.
* Please return blue form when return documents that have been returned
* Do not put social security numbers on any forms, especially PAN’s and Special Consultant Forms
* Hospitality/Docusign requirements:
  + Product requests require an estimate and itemized list
  + Agenda or flyer of event
  + Estimate of catering
  + If employees are on guest list, please indicate who they are, there is a cost ceiling per attendee
  + For Provost signature use provost@csusm.edu email and “Graham Oberem” in the signature line.
* [New Alcohol policy](http://www.csusm.edu/events/policiesrates/alcohol.html) and requirements
  + If an [Alcohol Beverage Use on Campus form](http://www.csusm.edu/policies/active/pdf/Alcohol%20Approval%20Form%202016.pdf) does not need an hospitality form, please explain why
* Please consult the [PAR Travel Page](http://www.csusm.edu/par/travel_information_and_forms.html) for information related to Travel
* For travel within the United States, the following documents are required:
  + [Request for Travel Approval](http://www.csusm.edu/procurement/ap/travel/documents/forms/Travel%20Authorization%20Form1.doc) (printed on green paper) or [UARSC Request for Travel Approval](http://www.csusm.edu/physics/documents/UARSC%20Travel%20Request.xls)
    - There are some states people cannot travel to receive reimbursements
  + Flyer or other documentation announcing conference attending
  + [Lodging Cost Exception Preapproval Form](http://www.csusm.edu/fas/forms/Lodging%20Cost%20Exception%20Preapproval%20Form%20Revised%201.27.2016.pdf) if over approved limit for hotel rooms
* Please submit foreign travel forms in the appropriate order.
  + [Request for Travel Approval](http://www.csusm.edu/procurement/ap/travel/documents/forms/Travel%20Authorization%20Form1.doc) (printed on green paper) or [UARSC Request for Travel Approval](http://www.csusm.edu/physics/documents/UARSC%20Travel%20Request.xls)
  + Delegation of Authority if needed
  + [State Department Alerts and Warnings](https://travel.state.gov/content/passports/en/alertswarnings.html)
    - CHANGED Go to “Learn about your destination” Print Country Risk Level Information
  + [CSURMA High Hazardous Country List](http://www.csusm.edu/srs/documents/rmdocuments/2015-%202016%20High%20Hazardous%20Country%20List%20Approval.pdf) – President Approval
    - Write in if country is or is not on list
  + [CSURMA War Risk Country List](http://www.csusm.edu/srs/documents/rmdocuments/2015-%202016%20War%20Risk%20List%20Approval.pdf)
    - Write in if country is or is not on list
  + [STEP](https://step.state.gov/step/)
* CHANGED – will receive confirmation email after registering
  + - Include email
  + [Foreign Travel Insurance Request Form for Campus employees & Students](http://www.csusm.edu/par/documents/Foreign%20Travel%20Insurance%20Request%20Form_V3_060515jr_updatedkr.pdf)
    - Please do not include Emergency/After-hours phone number of Emergency Contact for Approving Authority or Delegate – just write “On File”
  + Flight information
  + Hotel information
  + Conference information
  + Other supporting documents can be paper clipped at the back of packet
  + Please Note:
    - Must submit Non high hazard country travel within 30 days of travel
    - Must submit High Hazard country travel within 40 days of travel
    - A **Memo** from the Dean must accompany submission if submission is late
    - Please don’t print double sided
    - When request travel insurance from Sue Belt, please include group in the request – helps to track things down when there are problems
    - Please spell out name of conference attending