|  |  |
| --- | --- |
|  | PROVOST’S TRANSMITTAL FORM (place on top)   * **Signature Matrix and AA guidelines, resources, and links are at the PAR Website:** [**https://www.csusm.edu/par/resource\_operations/index.html**](https://www.csusm.edu/par/resource_operations/index.html) * **Print on yellow paper; NO staples; include ‘sign here’ stickers on right side** * **Items can take up to 10 Business days to process; international travel requires additional time SUBMIT 10 business days in advance for Domestic, 30 days (45 for high hazard) in advance for International – include after the fact memo if late submission (template on the PAR website)** * **Submit with documents IN ORDER (see PAR website) to Provost’s Office** |

Provost Log # \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| ***DATE:*** Click or tap to enter a date.  ***STAFF Contact Name:***  Click or tap here to enter text.  ***UNIT:***  Choose an item.  ***Staff Phone Extension:*** Click or tap here to enter text.  ***If returned, we will notify Staff, Unit Lead Analyst and/or MPP.*** | **SIGNATURE APPROVALS NEEDED**  **check all that apply:**  **President**  **Provost**  **Vice Provost** |

|  |  |
| --- | --- |
| ***Name on Document:***  Click or tap here to enter text. | ***Brief Summary/Description of Documents (if travel include dates and location – must match ALL documents)***  Click or tap here to enter text. |
| ***Document Type:*** Choose an item. |
| ***Budgetary Impact:*** Choose an item. |
| ***Funding Source:*** Choose an item. |
| ***Amount Current FY: $***  *0* |
| ***Amount Next FY: $***  *0* |

**PROVOST OFFICE USE ONLY:** Reviewed by (Initials) \_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| ***RETURN - Due to missing/incorrect information: SEE*** [***PAR***](https://www.csusm.edu/par/resource_operations/index.html) ***WEBSITE***  \_\_\_\_\_ FUNDING Amount, Chart-field, or Approval Signature  \_\_\_\_\_ Signatures **WET** (MPP, Dean/Del. Assoc. Dean, Funding approval, Faculty, etc.) **Dean/delegate of**  **Unit must sign all travel requests within unit regardless of funding source.**  \_\_\_\_\_ After-the-Fact Memo – TRAVEL (Template on PAR website)  \_\_\_\_\_ PERSONNEL – Justification for hire form  \_\_\_\_\_ Back Up Documentation (Event Verification behind request, Receipts, etc.)  \_\_\_\_\_ International Travel (STEP, Emergency Contact (# ‘on file’), Lodging/Itinerary,  Security Measures taken, etc.)  \_\_\_\_\_ [Defensive Driving](https://www.csusm.edu/shs/defensivedrivers/index.html) Cert Expiration Date or Waiver MUST HAVE CURRENT DATES  \_\_\_\_\_ Formatting / Incorrect Form used  \_\_\_\_\_ Missing Delegation of Authority  \_\_\_\_\_ Returned - Provost approval not required or not approved  \_\_\_\_\_ OTHER:  **PLEASE USE ORIGINAL TRANSMITTAL FORM WHEN RESUBMITTING CORRECTED DOCUMENTS** | Date Stamp: |
| ***RETURN - Additional explanation:*** | |
| **Provost Office Internal Comments:**  **Date contacted for Pick up:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

Provost VPAA/Resource Operations\_rev08/19/19mr