Travel Information and Forms

SUBMISSION DEADLINES to the Provost Office:

- **Domestic:** 10 business days prior to travel.
- **International:** 30 days prior to travel if no warnings are in place, 45 days for travel with warnings or high hazard/war risk.

IT IS THE RESPONSIBILITY OF THE TRAVELER/SUBMITTER TO FOLLOW THE TRAVEL GUIDELINES ON THE PAR (PLANNING & ACADEMIC RESOURCES) WEBSITE. THE UNIVERSITY DISCOURAGES INCURRING ANY TRAVEL RELATED EXPENSES PRIOR TO FINAL APPROVAL OF TRAVEL (THIS WILL RESULT IN NO-REIMBURSEMENT IF THE AUTHORIZATION REQUEST IS NOT APPROVED).

- All dates and destinations and warnings must be included and match on all forms submitted, including personal travel connected to business travel.
- Group Travel: Submit a group travel package that includes complete travel request packages for each traveler (each package must be able to "stand alone" in an audit).
- Units must review all documents and signatures before submitting to the Provost Office. **NOTE:** If the packet is incomplete, incorrect or not in order it will be returned.

Travel Authorization CHECKLIST (as of 04/23/18):

ALL TRAVEL for employees and/or students - SUBMIT IN ORDER:

1. **NEW Provost Transmittal Form** - Print on yellow paper, place on top of documents
2. **Stateside Request for Travel Approval OR CSUSM Corporation Travel Request**
3. **After-the-Fact Travel Memo Template** (print on letterhead) - Include when submitted outside normal processing time above **rare and unusual circumstances only**
4. **Include delegation authority if Dean is not signing** - Always print names of signers.

ADD IN FOR INTERNATIONAL TRAVEL:

- **State Department Travel Warnings** - Enter country(ies) in *Learn about your destination*. Print risk level information.
- **High Hazard/War Risk list** - Write on the printout if country is or is not on the list, include ALL countries traveling to.
- **Safe Traveler Enrollment Program (STEP)** - Submit a screen shot confirming enrollment and include email confirmation.
- **Foreign Travel Insurance Request**
  - Unit MPP is Emergency Contact, use 'On File' for phone.
  - Include all lodging & flight information before submitting, TBD is not acceptable.
  - Dates must match on all documents.
  - If multiple destinations include itinerary with lodging information for each.
  - Must complete "Additional security measures being taken" on page 3 of insurance request.
• All dates, destinations, and warnings must be included and match on all forms submitted, including personal travel connected to business travel.
• CSU International Travel & Requirement to Purchase Insurance Memo (FYI only)

5. Backup documentation to support estimates including:

• Event information - please spell out name of conference.
• If mileage or auto rental estimated, include Defensive Driving expiration.
• Airfare or other transportation.
• Hotel quotes - Lodging Cost Exception Approval form if lodging over $275 per night (please note nightly cost).
• Confirm meal estimate on authorization is max $55 per day or include International Per Diem print out.
• Domestic travel - check CSU Banned travel states.

ADD IN for STUDENT ONLY:

• Provost Student Air-Ground Travel Authorization - Copy to student and include in packet.
• Release of Liability - Must include emergency contact & phone
• Student Conduct Agreement - Must include Faculty/Staff supervisor signature and printed name.
  • Executive Order 1041 - Student Travel Policies (FYI Only)

SIGNATURE ROUTING:

<table>
<thead>
<tr>
<th>Stateside &amp; C-Corp/Foundation</th>
<th>CSUSM Corp</th>
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</thead>
<tbody>
<tr>
<td>SMFND/Fund 96xxx (Use Stateside form)</td>
<td>SMURS/Fund 92xxx (Use C-CORP form)</td>
</tr>
<tr>
<td>1. Signature of Traveler</td>
<td>1. Signature of Traveler</td>
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<tr>
<td>2. Funding Approving Authority</td>
<td>2. Funding Approving Authority</td>
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<tr>
<td>3. Approving Authority: must have DEAN/VP signature or Delegation authority attached (please print name also)</td>
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</tr>
<tr>
<td>4. Final Approving Authority: PROVOST (for outside SoCal, over $500 and International - include Yellow Transmittal)</td>
<td>4. OGSR</td>
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<tr>
<td>5. President Only (routed from Provost Office) International only</td>
<td>5. CSUSM CORP (unless international, then Provost Office first)</td>
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</tbody>
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International travel additional routing:

• The Provost Office staff will email the staff contact with instructions to forward the request to Risk Management requesting international travel insurance.
• Upon confirmation of insurance, Risk Management emails the staff contact, traveler, and Provost Office staff.
• When final approval signatures are in place, the Provost Office staff will notify the staff contact when the travel request package is ready to be retrieved. The approved request is to be held in the department until the travel is complete and a final reimbursement claim is submitted by the traveler.