

Subject: An Update on Travel Guidelines, Forms and Fiscal Stewardship

To: CSUSM Faculty & Staff and CSUSM Corporation Staff

On behalf of Finance and Administrative Services as well as the Travel Office, I hope that this message finds all of you doing well and staying safe and healthy. I am writing today to share updates related to CSUSM travel guidelines and training opportunities.

Updated Travel Guidelines and Training Opportunities

Although all travel restrictions still apply, the Travel Office has been working diligently to improve our processes and protocols. We are grateful for the input of individuals and groups across campus who have brought forward recommendations for reducing redundancies and increase efficiencies as related to our university-wide commitment to fiscal stewardship. With those goals in mind, the following updates apply not only to CSUSM but to the CSUSM Corporation and CSUSM Foundation as well:

- A new universal [Adobe Sign Travel Authorization form and Adobe Sign Travel Expense Claim](#) form is live effective May 11, 2020. All departments/units will use the same form, and it will accommodate split funding.
- A consolidated and streamlined [CSUSM Travel Guidelines](#) and [Roles & Responsibilities Matrix](#) has been created to assist travelers in better understanding travel policies and procedures.
- Traveler/Preparer and Approving Authority [checklists](#) are now available for at-a-glance guidance.
- Revised training materials are also available for anyone who travels, approves or assists in preparing or completing travel documents.
- [CSUSM Hospitality Guidelines have been updated with clearer information on roles and responsibilities.](#)
- And finally, a new pre-check service for Travel Expense Claims is now available. The Travel Office will review claims after the traveler signs but before the approving authority signs to help ensure consistency and accuracy.

All of these updates – along with more details - can be found on the [CSUSM Travel website](#).

We know that this is a lot of new information and want you to know that we are here to help. We are happy to schedule group or 1:1 virtual trainings at your convenience. Please reach out to traveloffice@csusm.edu to schedule.

Thank you again for all of your input and work to understand these new travel-related updates and guidance. If you have any questions, please don't hesitate to reach out.

Sincerely,

Brittani Brown

Assistant Vice President, Compliance and Operations