


MEMORANDUM

DATE: September 26, 2023

TO: Alexander Porter
Vice President for Administration & Finance/CFO

FROM: Sylvia A. Alva, Ph.D. 
President

SUBJECT: Delegation of Authority for Travel Policy Exceptions

In accordance with the ICSUAM 3601.01, Travel Policy, I hereby designate the Authorized Designee(s) identified on the enclosed matrix with the authorization to approve exceptions to the Travel policy, as described herein. As required, all exceptions must be in writing and fully documented evidencing expenses requested are ordinary, reasonable, not extravagant, necessary, and supported by a business purpose or justification, as appropriate.

Travel Policy Requirement	Exception	Authorized Designee
Actual lodging cost not to exceed \$275 per night	Approval of lodging in excess of \$275 per night	Deans or Vice Presidents
International Travel	All Foreign destinations (including US Possessions) except those countries listed below	Vice Presidents
	(1) U.S. State Department Travel Warning list and/or the (2) CSURMA High Hazard Country list	Presidential approval required or VPHRDI on occasions wherein the President is not on campus and unavailable for signature
Travel request or expense report greater than \$4,000	Trip amount in excess of \$4,000	Vice Presidents
Other requirements (examples): <ul style="list-style-type: none"> Travelers may secure lodging when traveling on business more than 25 miles (one way) from their normal work 	Other exceptions (examples): <ul style="list-style-type: none"> Traveler secures lodging when traveling on business less than 25 miles (one way) from their normal work location or home, whichever is closer 	Deans or Vice Presidents

Travel Policy Requirement	Exception	Authorized Designee
<p>location or home, whichever is closer</p> <ul style="list-style-type: none"> • Actual meal expenses reimbursed up to \$55 per calendar day • Actual incidental expenses reimbursed up to \$7 per calendar day • Spouse or partner accompany traveler for business purpose • Exception for use of transportation in lieu of most common route, most economical mode 	<ul style="list-style-type: none"> • Reimburse actual meal expenses in excess of \$55 per calendar day • Reimburse actual incidental expenses in excess of \$7 per calendar day • Partner or spouse travel expenses with business justification provided. State funds not allowed. • Exception for alternative mode or route must be justified in writing. 	