

CALIFORNIA STATE UNIVERSITY, FULLERTON
BUSINESS TRAVEL AND PREPAYMENT REQUEST

DOCUMENT NUMBER _____

IF REVISION, CHECK HERE

Instructions: https://adminfin.fullerton.edu/finance/ap_travel/services/travel/

TRAVELER'S INFORMATION			
Faculty / Staff <input type="checkbox"/>	Student Employee (job related) <input type="checkbox"/>	Student Employee (non-job related) <input type="checkbox"/>	Student <input type="checkbox"/>
Traveler's Name		CWID	
Title		Prepared by	
Department Name		Phone Number	
Department ID		E-mail	

BUSINESS TRIP DETAILS AND PREPAYMENT REQUEST	
University Business Purpose of Trip _____	
Trip Destination (city/state or city/country) _____	
<p>The CSU is prohibited under California Law, Government Code Section 11139.8, from approving the use of "state funds" for travel to certain states. Please check the California State Attorney General's website, State of California Department of Justice for a current list of affected states when planning out-of-state travel. Please refer to the document titled "Update on CSU Travel Ban and Clarification on Appropriate Use of Funds" for further details.</p>	
Trip Dates (departure date) _____ (return date) _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is any portion of this travel personal? (Personal combined with international business travel may be subject to tax. Email Tax Office at csuftaxoffice@fullerton.edu) <input type="radio"/> Yes <input type="radio"/> No	
List date(s) and location of personal travel _____	
<p>An international trip occurring after August 26, 2016 is considered entirely for business if at least one of the following four exceptions is met (Select appropriate boxes):</p> <p><input type="checkbox"/> The employee does not have <i>substantial control</i> over arranging the trip</p> <p><input type="checkbox"/> Less than 25% of total time is spent on personal activities</p> <p><input type="checkbox"/> Travel outside of the U.S., combining business and personal time, is for a week or less</p> <p><input type="checkbox"/> Vacation is not a major consideration in planning the trip</p>	
<p>Foreign Travel - Submit travel request 4 – 6 weeks prior to departure date (6 – 8 weeks prior to departure date for high hazard countries):</p> <p>Have you obtained the required foreign travel liability insurance from the Office of University Risk Management? Any questions, call ext 7346..... <input type="radio"/> Yes <input type="radio"/> No</p> <p>If no, complete Foreign Travel Liability Insurance Form. Link is https://hr.fullerton.edu/riskmanagement/travel/.</p> <p>If country is deemed high hazard, travel will require Chancellor's Office approval. Office of University Risk Management will notify traveler.</p>	
Check appropriate box..... University P-Card <input type="checkbox"/>	Travel Prepayment (reg fee) <input type="checkbox"/> Cash Posting Request <input type="checkbox"/>
<p>Travel Prepayment for Registration Fee (University check payable to vendor on the registration form / Attach a copy of the registration form):</p> <p>Payable To: _____ Amount _____ Required Date _____</p>	

DEPARTMENT ID AND AMOUNT TO BE CHARGED	
Account(6) Fund(5) Dept(5) Program(4) Class(5) Project(8)	(registration fees, attach copy of form)..... Amount _____
State Funds: _____	Amount _____
State Funds: _____	Amount _____
State Funds: _____	Amount _____
State Funds: _____	Amount _____
IRA Funds (ASI): _____	Amount _____
CSFPF Funds: _____	Amount _____
CSUF ASC Project #: _____ <input type="checkbox"/> * Sponsored Programs <input type="checkbox"/> ** Other (describe) _____	Amount _____
* If using both State and ASC Sponsored Program funds, include explanation for use of state funds in Business Purpose of Trip.	Total Amount Requested _____
** Other _____	Authorized Amount Not To Exceed (optional) _____

TRAVELER'S SIGNATURE	
I HEREBY CERTIFY the above travel is necessary to conduct official business on behalf of California State University, Fullerton and agree to submit my Travel Expense Claim within 60 days from the return date.	
I HEREBY CERTIFY THAT, IN DRIVING A VEHICLE FOR OFFICAL STATE BUSINESS, I have complied with the Requirements for Driving on University Business provided in the following link: https://hr.fullerton.edu/riskmanagement/drivingoncampus/Requirements.php (Does not apply to Students or Student Employees - Non-Job related)	
Will lodging exceed \$275 per night, excluding taxes, for travel in-state, out-of-state including Alaska, Hawaii and US possessions? (effective November 1, 2015) <input type="radio"/> Yes <input type="radio"/> No	
If yes, describe the business purpose to stay within certain facilities at a rate above \$275. VP/Designee signature below will serve as pre-approval to exceed the rate.	
TRAVELER'S SIGNATURE _____	DATE _____

APPROVAL SIGNATURES			
I HEREBY CERTIFY a) I have authorization to approve in-state, out-of-state, international travel and lodging in excess of \$275 per night in accordance with the CSUF Travel Policy; b) this travel is necessary for conducting business on behalf of the University; c) if foreign destination is on the State Department's travel warning list, I have read and understand the travel warning for the country to which I am authorizing travel; d) travel will be in accordance with the CSUF Travel Procedures and Regulations; and, e) *state funds have not been used to subsidize any activities funded through sponsored programs.			
ADMIN UNIT/DEPT CHAIR _____	DATE _____	AVP/DEAN _____	DATE _____
VICE PRESIDENT/DESIGNEE _____	DATE _____		
PRESIDENT APPROVAL - REQUIRED FOR ALL INTERNATIONAL TRAVEL (INCLUDING U.S. POSSESSIONS) AND EXCEPTIONS TO THE CSU TRAVEL RESTRICTIONS			
CSUF PRESIDENT/DESIGNEE _____	DATE _____		

Action Item: April 15, 2019

DATE: April 4, 2019
TO: CSU Presidents
FROM: Steve Relyea
Executive Vice Chancellor and
Chief Financial Officer
SUBJECT: Travel Ban

SUMMARY: California Attorney General expanded the list of banned states to include South Carolina.

ACTION ITEM(S): Travel ban as of April 15, 2019

AFFECTED GROUPS: Faculty, Staff, Students

On April 2, 2019 Attorney General Xavier Becerra announced that South Carolina would be added to the list of banned travel states. The effective date of this ban is April 15, 2019. Please see the link below for the full press release.

[CA AG Press Release](#)

Questions about this memo may be directed to Dawn Theodora, Assistant Vice Chancellor and Chief Counsel – Business and Finance at dtheodora@calstate.edu or Assistant Vice Chancellor and Controller Mary Ek at mek@calstate.edu.

c: Timothy P. White, Chancellor, Chancellor's Office
Chief Administration and Business Officers
Andrew Jones, Executive Vice Chancellor and General Counsel, Chancellor's Office
Loren Blanchard, Executive Vice Chancellor, Academic and Student Affairs,
Chancellor's Office
Larry Mandel, Vice Chancellor and Chief Audit Officer, Chancellor's Office

Garrett Ashley, Vice Chancellor, University Relations and Advancement,
Chancellor's Office
Evelyn Nazario, Vice Chancellor, Human Resources, Chancellor's Office

The following states are currently subject to California's ban on state-funded and state-sponsored travel:

1. Alabama
2. Kansas
3. Kentucky
4. Mississippi
5. North Carolina
6. South Dakota
7. Tennessee
8. Texas
9. Oklahoma
10. South Carolina



CALIFORNIA STATE UNIVERSITY, FULLERTON

Division of Administration and Finance

P.O. Box 6806, Fullerton, CA 92834-6808 / T 657-278-2512

DATE: October 5, 2018

TO: Campus Community

FROM: Steven Yim, Assistant Vice President/Controller

SUBJECT: REMINDER - CSU Travel Ban and Clarification on Appropriate Use of Funds

This is a reminder that the CSU is restricted under California law from requiring its employees to travel to any state that has enacted a law that discriminates on the basis of sexual orientation, gender identity, or gender expression. In addition, the CSU is prohibited from approving the use of "state funds" for travel to those states. The travel restriction applies to all CSU employees, officers, or members, as well as non-employee travelers, including students.

Currently, the travel prohibition set forth in the state law, California Government Code Section 11139.8, applies to the following nine states:

1. Alabama
2. Kansas
3. Kentucky
4. Mississippi
5. North Carolina
6. South Dakota
7. Tennessee
8. Texas
9. Oklahoma (*Added June 2018*)

For purposes of the travel ban, "state funds" are defined as monies that are appropriated by the legislature, either as part of the budget process or continuously appropriated (e.g., tuition and fees). These funds may not be used to pay for travel to the current list of banned states unless the travel falls under one of the following exceptions as noted in Government Code Section 11139.8:

1. Enforcement of California law, including auditing and revenue collection.
2. Litigation.
3. To meet contractual obligations incurred before January 1, 2017.
4. To comply with requests by the federal government to appear before committees.
5. To participate in meetings or training required by a grant or required to maintain grant funding.
6. To complete job-required training necessary to maintain licensure or similar standards required for holding a position, in the event that comparable training cannot be obtained in California or a different state not affected.
7. For the protection of public health, welfare, or safety, as determined by the CSU or other state agencies.

THE CALIFORNIA STATE UNIVERSITY

Monies received by a campus Auxiliary Organization may be used for such travel, consistent with campus and auxiliary policies and procedures. Private funds may also be used for such travel. Please refer to the matrix below titled "Allowable Funding Sources for Travel to Banned States" for further details.

It is imperative that each member of the campus community adhere to the requirements set forth in the state law, California Government Code Section 11139.8. Should you have any questions, please contact Steven Yim (x4075) at syim@fullerton.edu or Mary Ann Torres, Director of Accounts Payable and Travel Operations (x5735) at mtorres@fullerton.edu, or refer to the links listed below.

REFERENCES

[California State Attorney General's Website - Assembly Bill No. 1887](#)

[CSU Travel Ban Monies Under GC 11139.8](#)

[CSU Travel Restrictions - Assembly Bill No. 1887](#)

[CSU FAQ Regarding AB 1887](#)

[CSUF Travel Operations](#)

ALLOWABLE FUNDING SOURCES FOR TRAVEL TO BANNED STATES

Fund	Allowable for Travel to Banned States?
Operating Fund <i>[Includes Campus Funds: SSFGF, SW001, SW002, SW003, SW004, SW005, THEES, THEFD, THEHC]</i>	No ¹
Lottery Fund <i>[Includes Campus Funds: TLD00, TLD03, TLD06, TLD07, TLD08, TLD10, TLD12, TLD16, TLD17, TLD24, TLD25, TLD33, TLEAP]</i>	No ¹
State Capital Funds	No ¹
CERF, Parking, Trust and Special Project Funds	No ¹
ASB, Campus Union and Instructionally Related Activities (IRA) Fees held by or administered through the Associated Students of CSUF, Inc.	No ¹
Auxiliary Organization Funds	Yes ²
Private Funds	Yes ²

¹These funds may not be used to pay for travel to the current list of banned states unless the travel falls under one of the [seven exceptions](#) noted in Government Code Section 11139.8. All exceptions must be fully documented and approved in advance by the Division Head and the President.

²Auxiliary Organization Funds represent appropriate deposits held in a recognized university auxiliary organization; these include the Associated Students of CSUF, Inc. (ASI), the Cal State Fullerton Philanthropic Foundation (CSFPF), and the Cal State Fullerton Auxiliary Services Corporation (ASC). Auxiliary Organization Funds must be used in accordance with campus and auxiliary organization policies and procedures. Private funds are held exclusively by CSFPF. As noted in the table above, ASB, Campus Union and Instructionally Related Activities (IRA) fees held by or administered through the ASI may not be used.