

Instructions: <http://finance.fullerton.edu/Controller/Travel/TravelPolicy.php>

**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) \_\_\_\_\_

**The CSU is restricted from requiring any of its employees to travel to, or approving a request for state-funded or state-sponsored 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 attached document, CSU Travel Restrictions - Assembly Bill 1887, for further details. All exceptions to the CSU travel restrictions must be approved by the President.**

Trip Dates (departure date) \_\_\_\_\_ (return date) \_\_\_\_\_ Yes No

Is any portion of this travel personal? (Personal combined with international business travel may be subject to tax. Contact the Tax Compliance Mgr at ext 5671)  Yes  No

List **date(s) and location** of personal travel \_\_\_\_\_

**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):**

<input type="checkbox"/> The employee does not have <i>substantial control</i> over arranging the trip	<input type="checkbox"/> Less than 25% of total time is spent on personal activities
<input type="checkbox"/> Travel outside of the U.S., combining business and personal time, is for a week or less	<input type="checkbox"/> Vacation is not a major consideration in planning the trip

**Foreign Travel - Submit travel request 4 – 6 weeks prior to departure date (6 – 8 weeks prior to departure date for high hazard countries):** Yes No

Have you obtained the required foreign travel liability insurance from the Office of University Risk Management? Any questions, call ext 7346.....  Yes  No

If no, complete Foreign Travel Liability Insurance Form. Link is <http://riskmanagement.fullerton.edu/InternationalTravel/Login.aspx>.  
If country is deemed high hazard, travel will require Chancellor's Office approval. Office of University Risk Management will notify traveler.

**Check appropriate box.....** University P-Card  Travel Prepayment (reg fee)  Cash Posting Request

**Travel Prepayment for Registration Fee** (University check payable to vendor on the registration form / Attach a copy of the registration form):

Payable To: \_\_\_\_\_ Amount \_\_\_\_\_ Required Date \_\_\_\_\_

**DEPARTMENT ID AND AMOUNT TO BE CHARGED**

Account(6)	Fund(5)	Dept(5)	Program(4)	Class(5)	Project(8)	Amount
State Funds:	-----	-----	-----	-----	-----	(registration fees, attach copy of form)..... 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: <http://rmehs.fullerton.edu/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)  Yes  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 \_\_\_\_\_



401 Golden Shore 5th Floor  
Long Beach, CA 90802-4210


Steve Relyea  
Executive Vice Chancellor and  
Chief Financial Officer

[www.calstate.edu](http://www.calstate.edu)

562-961-4600  
srelyea@calstate.edu

DATE: October 18, 2016

TO: CSU Presidents  
Chief Administrators and Business Officers

FROM: Steve Relyea   
Executive Vice Chancellor and  
Chief Financial Officer

SUBJECT: CSU Travel Restrictions – Assembly Bill 1887

Assembly Bill 1887 approved by the Governor Jerry Brown and filed with the Secretary of State on September 27, 2016, added Section 11139.8 to the Government Code relating to discrimination. As a result of this new law, as of January 1, 2017, the CSU will be restricted from requiring employees to travel to certain states. Additionally, CSU is prohibited from approving state-funded or state-sponsored travel to those states. A current example of a state subject to these travel prohibitions is North Carolina, which in 2016 passed a law which prevents local governments from passing anti-discrimination rules to grant protections to gay and transgender people. The complete list of affected states will be maintained on the California State Attorney General's website, [State of California Department of Justice](#), and travelers and approvers are required to check the website for the current list when planning out-of-state travel.

Exceptions to the new travel prohibitions may be granted for the following purposes:

- 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.

CSU Campuses  
Bakersfield  
Channel Islands  
Chico  
Dominguez Hills  
East Bay

Fresno  
Fullerton  
Humboldt  
Long Beach  
Los Angeles  
Maritime Academy

Monterey Bay  
Northridge  
Pomona  
Sacramento  
San Bernardino  
San Diego

San Francisco  
San José  
San Luis Obispo  
San Marcos  
Sonoma  
Stanislaus



- 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.

Travelers are required to document any exceptions on their travel authorization and/or travel expense documentation. The CSU Travel Policy has been updated to reflect this new law.

The text of the new law is shown below.

*The California State University and other state agencies are prohibited from doing either of the following:*

- 1) *Requiring employees to travel to any state that after June 26, 2015, has enacted a law that voids or repeals, or has the effect of voiding or repealing, existing state or local protections against discrimination on the basis of sexual orientation, gender identity, or gender expression, or has enacted a law that authorizes or requires discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression, including any law that creates an exemption to antidiscrimination laws in order to permit discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression.*
- 2) *Approving a request for state-funded or state-sponsored travel to a state that, after June 26, 2015, has taken the same actions as described in subsection 1) above.*

Should you have any questions please contact Assistant Vice Chancellor / Controller Mary Ek at [mek@calstate.edu](mailto:mek@calstate.edu) or (562) 951-4610.

SR:dt

c: Chancellor Timothy White  
Fram Virjee, Executive Vice Chancellor and General Counsel  
Loren Blanchard, Executive Vice Chancellor, Academic and Student Affairs  
Larry Mandel, Vice Chancellor and Chief Audit Officer  
Garrett Ashley, Vice Chancellor, University Relations and Advancement  
Andrew Jones, Interim Vice Chancellor, Human Resources