

Travel Requests and Claims, including International Travel

1. All travel that is to be reimbursed by the University requires a travel request form to be approved by the appropriate administrator. This pertains to staff, faculty, administrators, students, and volunteers of the University.
2. A travel request form must be submitted regardless of the source of the University funds (if any) that will be used to fund University travel. Never does some other type of approval substitute or subsume the need for a travel request to be approved.
3. All University travel requires approval prior to departure. **International travel must be approved at least 30 days prior to departure.**
4. Some of the key reasons the University requires a travel request form are as follows:
 - a. Permission must be granted for the University employee to be off campus and absent from normal duties. This applies to faculty and staff. Faculty may not be present on campus every day; nevertheless, the University needs to grant permission to travel on University business.
 - b. Permission must be granted for students and volunteers of the University to travel on University business. Reviewers must also confirm that travel policy requirements, such as defensive driver training, are met.
 - c. An approved travel request is the document that initiates travel insurance coverage for an employee, student, or volunteer of the University. If there is no permission by the University to travel on University business, there could be serious problems with insurance coverage.
 - d. There are locations in the world that are under travel advisory warnings by the U.S. Department of State and by the California State University. The international travel request form is routed through the University risk manager who checks the travel watch lists and advises administration on these matters. Travel to countries on a travel advisory warning list must be approved by the Chancellor and signed by the President. Requests must be submitted to the Chancellor's Office at least 30 days prior to the departure date. A travel request form may be denied for travel to a high risk country, or additional insurance may need to be purchased.
5. These are links to the relevant University travel policies:
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