

## REQUEST FOR APPROVAL OF TRAVEL TO PROHIBITED STATES UNDER ASSEMBLY BILL 1887

### TRAVELER INFORMATION:

TRAVELER NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

DESTINATION: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_ RETURN DATE: \_\_\_\_\_

TRAVEL PURPOSE: \_\_\_\_\_

### APPLICABLE EXCEPTIONS UNDER AB 1887 – GOV. CODE 11139.8 (CHECK ALL THAT APPLY):

Enforcement of California Law, including auditing and revenue collection.

Litigation.

To meet contractual obligations incurred before January 1, 2017.

To comply with requests by the federal government to appear before committees.

To participate in meetings and training required by a grant or required to maintain grant funding.

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.

For the protection of public health, welfare, or safety, as determined by the CSU or other state agencies.

**EXPLANATION/JUSTIFICATION (REQUIRED):** Attach additional page if more space is needed

### FUNDING (FOUNDATION FUNDS MUST BE USED):

Business Unit	Fund	Department	Account	Program	Project
STFDN					

### ANTICIPATED AMOUNT:

### REVIEWED:

COLLEGE DEAN/ ASSOCIATE VICE PRESIDENT:

APPROVED

NOT APPROVED

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS:

**DIVISION VICE PRESIDENT:**

APPROVED

NOT APPROVED

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**COMMENTS:**

**VICE PRESIDENT, BUSINESS & FINANCE:**

APPROVED

NOT APPROVED

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**COMMENTS:**

**ATTACH THIS REQUEST TO YOUR TRAVEL REQUEST & EXPENSE REPORT IN CONCUR**

## BACKGROUND:

Assembly Bill 1887 is a California law that restricts state agencies from requiring employees to travel to any state that has enacted a law that discriminates on the basis of sexual orientation, gender identity, or gender expression under Gov. Code 11139.8. The law also prohibits approval of state-funded or state-sponsored travel to states on the list.

**Updated: July 27, 2017** – Monies received by a campus auxiliary organization may be used for such travel, consistent with campus and auxiliary policies. Private funds may also be used for such travel.

AB 1887 travel restrictions are effective January 1, 2017 and apply to all CSU employees, officers, or members, as well as non-employee travelers, including students. For complete text of the bill, please visit the [California Legislation information](#) website. Consult [travel policy 3601.1](#) for detailed information and FAQs.

Travelers are required to check the [California State Attorney General](#) website for a list of affected states **prior** to initiating the travel approval process.

Certain exceptions to the AB 1887 travel restrictions may be granted on a case-by-case basis. Contracts entered into prior to January 1, 2017 in order to attend and participate in athletic or academic events may be granted an exception, under certain circumstances. A detailed description and justification for any requested exception must be provided on the form.

## INSTRUCTIONS FOR COMPLETING AND ROUTING THE REQUEST FORM:

- 1) Requestor should review the [prohibited states](#) list **prior** to initiating travel request.
- 2) If the state is on the list and there is valid documentation that one of the recognized exceptions exists, fill out this form, including justification and attach all relevant documentation. Incomplete forms will be returned to requestor of the College/Dept.
- 3) The Dean or AVP of the College\Dept. must review and sign the form and forward to the [Division VP](#) for review of alternative funding source(s).
- 4) The [Division VP](#) of the College\Dept. must review and sign the form and forward to the Vice President, Business & Finance/CFO (VP B&F) for final determination and signature. Please remit to: Business & Finance, MSR 290.
- 5) The VP B&F makes the final determination and sends the signed form back to the department assuming the exception is approved.
- 6) The Requestor **must** attach the signed approval to their Concur Travel Request and Expense Report.