

**Via email February 18, 2008**

To: Principal Investigators and Project Directors  
Re: Campus Response to Chancellor's Audit - Travel Compliance

In June 2007, the Chancellor's Office performed a campus audit of our grant and contract processes. The auditors worked closely with Research Administration and Contract Administration (RACA) to review policy, procedure, and award compliance. I am quite pleased by the audit and its outcomes, which provided us with an opportunity to review and strengthen our internal procedures to ensure RACA submits proposals and administers awards with the utmost care and attention to the federal and state standards to which we are held accountable. For your information, we will provide you with periodic communication regarding the actions we are taking as a result of the audit. The complete audit can be found at [http://www.calstate.edu/audit/Audit\\_Reports/contracts\\_grants/2007/0715C&GSacramento.pdf](http://www.calstate.edu/audit/Audit_Reports/contracts_grants/2007/0715C&GSacramento.pdf)

Although there are no major changes as to how we handle research administration from a compliance perspective, there are some areas we can strengthen and I would like your help. Most immediately, travel was one area addressed by the audit. As a reminder, written approval is required for travel performed under a sponsored project prior to travel departure using the RACA Travel Request form. Also, travel reimbursement claims must be submitted to RACA within 10 (ten) days of travel completion. Please remember to include all supporting documentation along with travel claims. There can be no exceptions to this requirement for us to remain in compliance, thus failure to attend closely to travel processes may result in a delay or failure to process your claim.

Please ensure that your staff and colleagues are aware of this requirement, and know that we are ready to help or clarify if questions emerge. The Travel Request and Travel Claim forms are located at [http://www.csus.edu/research/forms/travel\\_request.xls](http://www.csus.edu/research/forms/travel_request.xls).

I'll be in touch with you more regularly in the months ahead, seeking your input and counsel on a variety of matters and looking to ways in which collaboratively we can support your excellent work.

Respectfully yours,

David P. Earwicker  
Assistant Vice President  
Research Administration and Contract Administration