

AA Strategic Planning Conference
August 7, 2014
Academic Affairs Guidelines for Provost's Office

International Travel

1. If traveling under the banner of the University permission is required. The banner of the University is invoked especially for insurance and liability purposes when all or part of the travel is related to an official or business duty even if the traveler is on vacation, sabbatical, off contract (e.g., faculty in the summer) or other personal activity for which a portion is business-related. Include the specific dates for the business or official component.
2. Permission requests must reach the President's Office 30 days prior to proposed travel date. If traveler receives an invitation less than 30 days of the proposed travel date, Deans should contact Don Taylor in Academic Affairs for advance clearance from the President's Office and the invitation should be attached showing date issued/received.
3. For travel to countries on the CSU Hazardous List (or the State Dept. travel advisory list) in addition to the campus form, traveler will need to enter their travel information on the CSU travel portal website and notify Janett Torset that the information has been uploaded. Without informing Academic Affairs, we do not know that the CSU form has been completed and the CO will contact the president to see why he has not signed the CSU form. Travelers should contact Janett Torset for login instructions to the website.
4. Travel Justification needs to be stronger. Attach conference program, abstract of presentation, reason for your role if not presenting. Also, include plans to cover your duties while gone (especially important for faculty traveling during the semester, should include plans to cover classes, exams, etc).
5. Students accompanying faculty on international travel under the banner of the University are also required to fill out Release of Waiver Form with Risk Management and a Travel Request Form (contact Janett Torset in AA for the Student Travel Form).
6. Notification of Approval: Travel MUST NOT commence until traveler and Dean have received notification of approval from AA. Notification is via a memo from Don Taylor. The Dean's Office also receives copies of the approved forms as well.
7. Deans are responsible for accuracy of forms and form compliance with policy PRIOR to forwarding to Academic Affairs. Incomplete forms, late forms without substantial documentation or prior determination by AA (e.g., late invitation) will be returned to the Deans and the Dean will be responsible to notify the proposed traveler of the disposition of the request.

Contact Janett Torset: 916 278 5933 or via email to Torsetj@csus.edu with any questions or for guidance regarding international travel.