

**FOUNDATION BUSINESS TRAVEL AND  
 PREPAYMENT REQUEST**

DOCUMENT NUMBER \_\_\_\_\_

IF REVISION, CHECK HERE

Instructions: [https://adminfin.fullerton.edu/finance/ap\\_travel/services/travel/](https://adminfin.fullerton.edu/finance/ap_travel/services/travel/)

**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 (Completed [Detail Summary of Travel Expenses Form](#) must be submitted with Travel Request)**

University Business Purpose of Trip \_\_\_\_\_

Trip Destination (city/state or city/country) \_\_\_\_\_

**The CSU is prohibited under California Law, Government Code Section 11139.8, from approving the use of "state funds" for 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 document titled "[California Attorney General's Expansion of Banned Travel States](#)" for further details.**

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. Email Tax Office at [csuoftaxoffice@fullerton.edu](mailto:csuoftaxoffice@fullerton.edu))  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):

The employee does not have *substantial control* over arranging the trip  Less than 25% of total time is spent on personal activities

Travel outside of the U.S., combining business and personal time, is for a week or less  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 <https://hr.fullerton.edu/riskmanagement/travel/>.

If country is deemed high hazard, travel will require Chancellor's Office approval. Office of University Risk Management will notify traveler.

**Check appropriate box.....** Foundation Card  Travel Prepayment (reg fee)  Cash Posting Request

**Travel Prepayment for Registration Fee** (Foundation 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)	
State Funds:	-----	-----	-----	-----	-----	(registration fees, attach copy of form)..... Amount _____
State Funds:	-----	-----	-----	-----	-----	..... Amount _____
State Funds:	-----	-----	-----	-----	-----	..... Amount _____
State Funds:	-----	-----	-----	-----	-----	..... Amount _____
IRA Funds (ASI):	-----	-----	-----	-----	-----	..... Amount _____
CSFPF Account #:	-----	-----	-----	-----	-----	..... 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: <https://hr.fullerton.edu/riskmanagement/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 \_\_\_\_\_

Financial Services  
401 Golden Shore, 5<sup>th</sup> Floor  
Long Beach, CA 90802-4210

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

Tracey L. Richardson  
Assistant Vice Chancellor/Controller

562-951-4540  
[trichardson@calstate.edu](mailto:trichardson@calstate.edu)

**Date:** July 5, 2022  
**To:** Chief Administrators and Business Officers  
**From:** Tracey L. Richardson   
Assistant Vice Chancellor/Controller, Financial Services  
Tracey Richardson (Jul 5, 2022 09:37 PDT)  
**Re:** California Attorney General's Expansion of Banned Travel States

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On June 30, 2022, Attorney General Robert Bona announced that Arizona, Indiana, Louisiana, and Utah will be added to the list of banned travel states. The effective date of this ban varies for each state. Please see the link below for the full press release.

[June 30, 2022, OAG Announcement](#)

Questions about this memo may be directed to Dawn Theodora, Assistant Vice Chancellor and Chief Counsel-Business and Finance, at [dtheodora@calstate.edu](mailto:dtheodora@calstate.edu) or Assistant Vice Chancellor and Controller Tracey L. Richardson at [trichardson@calstate.edu](mailto:trichardson@calstate.edu).

General Information can also be found on the Attorney General's website:  
<https://oag.ca.gov/ab1887>.

The following states are subject to California's ban on state-funded and state-sponsored travel:

1. Alabama
2. Arkansas
3. Arizona (as of September 28, 2022)
4. Florida
5. Idaho
6. Indiana
7. Iowa
8. Kansas
9. Kentucky
10. Louisiana (as of August 1, 2022)
11. Mississippi

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

12. Montana
13. North Carolina
14. North Dakota
15. Ohio
16. Oklahoma
17. South Carolina
18. South Dakota
19. Tennessee
20. Texas
21. Utah
22. West Virginia

cc: Jolene Koester, Interim Chancellor  
Steve Relyea, Executive Vice Chancellor and Chief Financial Officer  
Campus Presidents  
Financial Officers Association  
Andrew Jones, Executive Vice Chancellor and General Counsel  
Sylvia Alva, Executive Vice Chancellor, Academic and Student Affairs  
Vlad Marinescu, Vice Chancellor and Chief Audit Officer  
Evelyn Nazario, Vice Chancellor, Human Resources