

### **For domestic travel <\$2,500**

#### **(Dean approval)**

Colleges/schools review and approve within the \$1,000 professional development funding. Additional funding over \$1,000 or other funding sources are the responsibility of the college, department or the traveler.

### **For domestic travel >=\$2,500**

#### **(Provost approval)**

1. **Traveler Name:** First name and last name / Faculty-Staff-Student
2. **Department/Office Name:**
3. **Destination:** Washington D. C.
4. **Dates:** Aug 31, 2022 through September 2, 2022
5. **Estimated Cost: \$1407.50**  
**Expense Breakdown (optional)**  
Lodging:  
Meals:  
Flight:  
Ground transportation:
6. **Funding Source:** College faculty professional development (\$1000), startup funds (\$300) and personal funds (\$107.50).
7. **Purpose:** To present a paper at the 2022 annual meeting

### **For all international travel**

#### **(Provost approval)**

1. **Traveler Name:** First name and last name / Faculty-Staff-Student
2. **Department/Office Name:**
3. **Destination:** Washington D. C.
4. **Dates:** Aug 31, 2022 through September 2, 2022
5. **Estimated Cost: \$1407.50**
  - a. **Expense Breakdown (optional)**
  - b. Lodging:
  - c. Meals:
  - d. Flight:
  - e. Ground transportation:
6. **Funding Source:** College faculty professional development (\$1000), startup funds (\$300) and personal funds (\$107.50).
7. **Purpose:** To present a paper at the 2022 annual meeting
8. **U.S. State Department Travel Advisory Risk Level:**
  - a. Check the Department of State website: <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>
  - b. State risk level for each country to be visited: 1, 2, 3, or 4; and list the date the level was determined. *Note, travel to Level 4 countries will not be approved, and travel to Level 3 countries is strongly cautioned.*
9. **Chancellor's Office Risk Management Authority (CSU RMA) High Hazardous Counties List:**

- a. Check the CSU Risk Management website for a list of High Hazard Countries: <https://www.calstate.edu/csu-system/administration/business-finance/systemwide-risk-management/Pages/risk-management.aspx>

Identify if any country to be visited is identified as a “High Hazard” (High Hazard requires both Provost and Presidential approval). Identify if any country to be visited is identified as “War Risk” (War Risk requires Provost, President and Chancellor’s Office approval).

## **Travel Request Routing**

- Any requests requiring Provost approval must be reviewed by the appropriate department chair (or unit director) and dean before submission to the Provost's office.
- Any requests to travel ban states must be approved by Accounting (send to Ben Hylton, [bhylton@csufresno.edu](mailto:bhylton@csufresno.edu)) before submission to the Provost’s office.
- Please copy both Katha Brassfield ([kbrassfi@mail.fresnostate.edu](mailto:kbrassfi@mail.fresnostate.edu)) and Randy Aoki ([raoki@csufresno.edu](mailto:raoki@csufresno.edu)) on all international travel requests.
- Please copy Katha Brassfield ([kbrassfi@mail.fresnostate.edu](mailto:kbrassfi@mail.fresnostate.edu)) on all domestic travel requests requiring Provost approval.