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To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Travel Updates
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Partners in Campus Business Operations Travel Updates

Sent on Behalf of: The Travel Office

Dear PCBO Community,

The following travel updates apply to state, CSUSM Corporation, and The Foundation.

Travel Suspension Lifted for Travel occurring June 1 or later:

Following guidance from the CSU Chancellor's Office, the CSU travel suspension will be lifted on June 1, 2021, with the following safety guidance in place.

Travelers will certify the following when submitting a Travel Request:

1. I will follow the current [CDC Travel Guidelines](#) and all travel procedures specified by my campus.
2. I have reviewed the location or travel destination and the [U.S. State Department's Travel Advisory](#) as a part of my analysis to perform this travel event.

If you are submitting a travel request for travel occurring **prior to June 1, 2021**, a presidential exception memo must still be completed. The process is found [here](#).

Travel Approvals, effective June 1:

PAT Member or designee approval is no longer required for travel over \$500. All Adobe Sign and Concur approval workflows will be updated accordingly.

Travel Forms and Software:

All stateside employees using state funds (including self-support and trust) will utilize [Concur Travel Software](#).

Auxiliary employees, students, candidates, stateside employees using auxiliary funds, or stateside employees using split funding between state and an auxiliary will continue to use the [Adobe Sign travel process](#).

Upcoming Concur Trainings (also listed on our [website](#)):

- **May 13,** 11-12 <https://csusm.zoom.us/j/84954360503>
- **May 20,** 11-12 <https://csusm.zoom.us/j/84954360503>
- **May 27,** 11-12 <https://csusm.zoom.us/j/84954360503>

For more information, please visit the [CSUSM Travel website](#) and/or email the [Travel Office](#).

Travel Office
Finance & Administrative Services
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