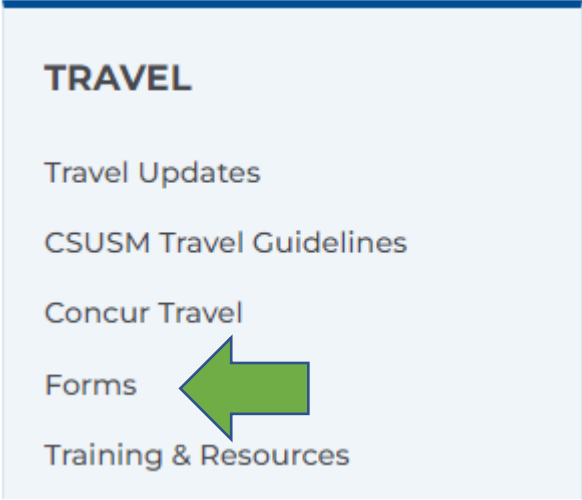
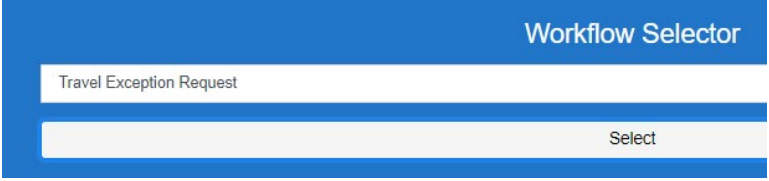





Travel Exception Request

| Processing Steps | Screenshot |
|--|--|
| Visit travel website > Forms |  <p>A screenshot of a web menu titled "TRAVEL". The menu items are: "Travel Updates", "CSUSM Travel Guidelines", "Concur Travel", "Forms", and "Training & Resources". A green arrow points to the "Forms" item.</p> |
| Select Travel Exception Request form | <ul data-bbox="672 1045 1192 1352" style="list-style-type: none">• Release of Liability Form• Student Conduct Agreement Form• Lack of Itemized Receipt Form• Travel Exception Request Form• Covid Cancellation Memo  <p>A screenshot of a "Workflow Selector" interface. It features a blue header with the text "Workflow Selector". Below the header is a white input field containing the text "Travel Exception Request". At the bottom right of the input field is a "Select" button.</p> |

| Processing Steps | Screenshot |
|--|---|
| <ul style="list-style-type: none"> Please enter name manually in the 'Document Name' below Fill in the name and email for each signing role listed below Signers will receive an email inviting them to sign this document | <p>Requestor (if different than Traveler) - OPTIONAL</p> <p>Enter Recipient's Email</p> <p>Traveler - REQUIRED</p> <p>Enter Recipient's Email</p> <p>One-up Manager - REQUIRED</p> <p>Enter Recipient's Email</p> <p>Travel Office</p> <p>traveloffice@csusm.edu</p> <p>Reviewer for Approver - OPTIONAL</p> <p>Enter Recipient's Email</p> <p>Approver for Lodging Exception - PAT Member or Designee</p> <p>Enter Recipient's Email</p> <p>Approver for Other Travel Exception - VPFAS (Enter bbrown@csusm.edu)</p> <p>Enter Recipient's Email</p> <p>Document Name</p> <p>Travel Exception Request</p> |
| <p>If you are requesting an exception to any other part of the Travel Policy, please enter bbrown@csusm.edu in the Other Travel Exception line</p> | <p>Approver for Other Travel Exception - VPFAS (Enter bbrown@csusm.edu)</p> <p>bbrown@csusm.edu</p> |
| <p>You will receive an email to complete the document in Adobe Sign</p> |  <p>CSU - San Marcos <adobesign@adobesign.com></p> |
| <ul style="list-style-type: none"> Select Other Travel Enter first date of travel | <p>***This form MUST be attached to the Travel Expense Claim ***</p> <p>Travel Exception Request</p> <p>Type of Exception: <input type="checkbox"/> Lodging <input checked="" type="checkbox"/> Other Travel</p> <p>Date of Travel: 10/19/2021</p> |

| Processing Steps | Screenshot |
|--|---|
| <ul style="list-style-type: none"> Enter the policy/guideline that the policy exception applies to <p><i>This should be verbatim from the policy or guidelines</i></p> <ul style="list-style-type: none"> For example, if a travel request was not approved prior to travel you will copy and paste guideline 1 <p><i>Not sure which applies reach out to the travel office if need assistance on this</i></p> | <div data-bbox="641 283 1510 388" style="border: 2px solid green; padding: 5px;"> <p>Other Travel Exception</p> <p>Indicate policy/guideline statement the exception applies to (Not sure? Ask the Travel Office for assistance traveloffice@csusm.edu)</p> </div> <h2 style="color: #0056b3;">CSUSM Travel Guidelines</h2> <p>CSUSM, CSUSM Corporation, and CSUSM Foundation, hereafter referred to as CSUSM (unless noted otherwise) follow the current California State University (CSU) Travel Policy as well as its Travel Procedures and Regulations.</p> <p>According to the CSU Travel Policy, campuses of the CSU can elect to apply more restrictive guidelines than those articulated in that document. CSUSM has elected to apply the following (more restrictive) exceptions to the CSU Travel Policy:</p> <div data-bbox="641 619 1510 703" style="border: 2px solid green; padding: 5px;"> <ol style="list-style-type: none"> Travel must be authorized prior to travel utilizing the Travel Request Form. Excludes service providers, candidates, and non-employee students. The approved Travel Request must be attached to the Travel Claim form. </div> |
| | <div data-bbox="641 798 1526 871" style="border: 2px solid green; padding: 5px;"> <p>Please explain the business purpose for this exception and/or why this exception is being requested. If after the fact, please explain why the request was not submitted prior to travel.</p> </div> |
| <ul style="list-style-type: none"> Document will route to your manager then the Brittani Brown for approval Once approved attach lodging exception to expense claim | <div data-bbox="641 913 1526 1375" style="text-align: center;">  <p>California State University SAN MARCOS</p>  <p>All parties finished Travel Exception Request -</p> <p>Open agreement</p> </div> |