

Dear Colleagues,

The California State University has announced a system-wide extension to employee travel restrictions due to the COVID-19 outbreak and the CSU budget reductions through **June 30, 2021**. Essential travel may be considered for approval. This revised extension date is subject to revision or extension as both the COVID-19 outbreak and in its financial impacts on all campuses continue to change.

#### FAQs for Travel Restrictions

1. **Who will determine if travel is essential?**

Each division Vice President or College Dean will be required to approve all travel for faculty and staff within their division.

2. **What is "essential travel?"**

Examples of essential travel include:

- travel required to obtain or maintain grant funding;
- travel required to fulfill requirements for faculty promotion and tenure;
- travel required to attend CSU systemwide meetings that require in-person attendance;
- travel associated with fundraising;
- travel associated with student recruitment activities;
- travel associated with scheduled intercollegiate athletics activities;
- travel related to compliance with a law or regulation.

General conference attendance is considered non-essential travel and will not be approved.

3. **Who is affected?**

All University faculty and staff traveling on any university or auxiliary funding source.

4. **Is the restriction for out-of-state travel only?**

No, the restriction is for in-state, out-of-state, and international travel.

5. **What if the travel is mostly paid for by an outside organization? but the university is required to pay a conference entry fee or a hotel room? Would that be allowed?**

If any costs associated with travel are to be paid by the university, the trip falls under this travel restriction.

6. **May I travel to get continuing education credits to maintain credentials or certifications for my job?**

Obtaining continuing education credits will be an important consideration by the authorized officers in their determination if the travel is essential. Their determination will likely depend on whether such credits are available on-line.

7. **How will new travel approvals be accommodated through Concur Travel?**

Before entering the travel authorization into Concur, traveler should contact the respective authorized officer to determine if the travel will be approved.

**8. What if I previously had my travel approved by my supervisor?**

The travel must be re-approved considering these new restrictions and FAQ.

**9. Do these restrictions apply to student travel?**

Generally, yes. Determinations on whether student or group travel is essential will be made by the appropriate Vice President or Dean.

**10. Do these restrictions apply to study abroad programs?**

All study abroad programs have been suspended through Fall Semester 2020. Impacts on study abroad programs beyond this time period will be determined at a future date.

Specific questions about this travel guidance and restriction should be addressed to your immediate supervisor and/or college dean or divisional vice president. General questions about employee travel can be directed to Mona Sinha, Travel Program Coordinator at Accounts Payable. She can be emailed at [Manorama.Sinha@csusb.edu](mailto:Manorama.Sinha@csusb.edu) or phone at 909/537-3158.

*This message from [COVID-19@CSUSB.EDU](mailto:COVID-19@CSUSB.EDU) serves as the official notification to the university campus community.*