

Provost and Vice President for Academic Affairs

January 28, 2019

To: Academic Affairs Faculty, Staff, and Administration
From: Alex Enyedi, Provost and Vice President of Academic Affairs
Re: Academic Affairs Travel Procedures - Revised

It is the responsibility of all HSU employees traveling on official University (State) business to familiarize themselves with and adhere to the [CSU Travel Policy](#) and procedures. HSU Exceptions to the CSU Travel Policy require employees planning [domestic](#) or [international](#) travel to obtain **advance** pre-approval from the authorized administrator responsible for the budget unit that is covering the travel expense or their immediate supervisor. Any encumbrance or expense \$2,000.00 or more requires Provost approval prior to issuing a travel authorization.

All authorizations for *international* travel require approval from the International Center, the Provost, and the President. In order to secure international insurance, international travel requests must arrive in the Provost's office at least two weeks prior to the date of travel. After the travel request has been authorized by the President, Risk Management and Safety Services will purchase the required international travel insurance and a travel authorization will be issued to the traveler.

Travel arrangements (domestic or international) should not be made until the traveler has received a travel authorization number.

Adhering to the CSU travel policy, is not just the responsibility of the traveler, but also the responsibility of the approving authority. [Travel expense claims](#) for State travel which occurs **prior to receiving a travel authorization number**, will be denied, regardless of the funding source. Unauthorized domestic or international travel expenses will be the responsibility of the traveler.

This memo is not intended for travel on behalf of Auxiliaries who have their own policies and procedures.

Cc: Vice President Dawes, Administrative Affairs
Tawny Fleming, Contracts and Procurement
Patti Cady, Accounts Payable
Kim Comet, Risk Management and Safety Services