



CALIFORNIA STATE UNIVERSITY, FULLERTON

Division of Administration and Finance

P.O. Box 6806, Fullerton, CA 92834-6808 / T 657-278-2512

DATE: March 11, 2020

TO: Campus Community

FROM: Steven Yim, Assistant Vice President/Controller

SUBJECT: COVID-19: Suspension of all Campus and Auxiliary Organization International and Non-Essential Domestic Travel

Based on guidance from the [Chancellor's Office dated March 9, 2020](#), effective immediately the campus and its auxiliary organizations will suspend all international and non-essential domestic travel from now through May 31, 2020. Auxiliary organizations include the Associated Students of CSUF, Inc. (ASI), the Cal State Fullerton Philanthropic Foundation (CSFPF), and the Cal State Fullerton Auxiliary Services Corporation (ASC). Future travel, including summer and fall 2020, will be determined as the COVID-19 situation evolves.

Essential domestic travel is generally defined as travel that is critical to the educational mission or the business operations of the university; there are no alternatives means to participate such as via online; and cannot be postponed to a later date. Any exceptions related to domestic travel must be approved by the divisional vice-presidents. In addition any exceptions related to international travel must be routed through the divisional vice-presidents for consideration. Any questions regarding this process may be directed to University Risk Management at (657) 278-7346.

All travelers will be fully reimbursed for any non-refundable out-of-pocket expenses incurred due to a cancellation. A fully authorized travel request must be on file. Specific instructions for submitting a travel expense report for cancelled travel are attached. All reimbursements must be made using the original fund source.

If you have any questions regarding this communication, please contact Steven Yim (x4075) at syim@fullerton.edu or Mary Ann Torres, Director of Accounts Payable and Travel Operations (x5735) at mtorres@fullerton.edu.

THE CALIFORNIA STATE UNIVERSITY

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Effective immediately campuses and their auxiliary organizations will suspend all international and non-essential domestic travel from now through May 31, 2020. Future travel, including summer and fall 2020, will be determined as the COVID-19 situation evolves. The information below outlines the process for reconciling cancelled travel and reimbursement for traveler out-of-pocket expenses.

APPROVED TRAVEL REQUEST – RECONCILIATION FOR CANCELLED TRIP

Travel Requests that have been approved from now through May 31, 2020 must make every effort to cancel reservations for air, registration, lodging, ground transportation, etc.

For expenses charged to a P-Card or personal card, do NOT cancel the Travel Request in Concur or Paper, instead submit one Travel Expense Report to account for all expenses incurred.

If charged to a P-Card:

- If the vendor issues a refund, wait until the transaction comes through into Concur. Add the credit to the travel expense report like a normal refund
- If the vendor issues a voucher, submit the expense (for the original purchase) for reconciliation. Include the voucher information in the Expense Report
 - The voucher can only be used for future University Travel and must be used prior to the expiration date, attach the voucher information to the new travel request
 - If unable to use the voucher prior to the expiration date, Travelers submit a Travel Expense Report and P-Card holder submit a P-Card Travel Expense Report
- If the vendor will not issue a refund, submit the expense (for the original purchase and documentation of refund policy) for reconciliation

If charged to a personal credit card:

- If the vendor issues a refund, add a zero-dollar expense on your Expense Report and include documentation for the refund
- If the vendor issues a voucher, submit the expense (for the original purchase) for reimbursement
 - The voucher can only be used for future University Travel and must be used prior to the expiration date, attach the voucher information to the new travel request
 - If unable to use the voucher prior to the expiration date, submit an expense report for the incurred expense(s)
 - If the voucher will be used for future personal travel, expense(s) will not be reimbursed
- If the vendor will not issue a refund, submit the expense (for the original purchase and documentation for refund policy) for reimbursement

If paid by University check (Registration fee)

- If the vendor issues a refund, add an expense on the Expense Report and include documentation for the refund (i.e., cashier's receipt)
- If the vendor issues a credit, submit the expense (for the original purchase) and include documentation to the Expense Report
 - The credit can only be used for future University Travel, attach the credit information to the new travel request
- If the vendor will not issue a refund, submit the expense (for the original purchase) for reconciliation and attach documentation for non-refundable expense(s)

Please note: It is the responsibility of the traveler and the department to ensure the travel voucher is used prior to expiration and only for University business travel.