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Date: November 5, 2021

To: Campus Community

From: Steven Yim Sy

Assistant Vice President/Controller

**SUBJECT:** Campus Travel Update

This is an update to the travel communication sent out to the campus community on April 23, 2021, titled "Lifting of CSU Travel Restrictions as of June 1, 2021".

Effective immediately, all domestic university business travel with a departure date beginning January 1, 2022 or after may be processed in accordance with the campus' pre-pandemic guidelines that require all travel be pre-approved (i.e. travel request) in accordance with each Division's established delegation of authority.

The University pandemic guidelines for international business travel will remain in place until further notice.

All travel must continue to fully comply with the latest <u>health and safety guidelines</u>. Any questions regarding campus travel health and safety requirements should be directed to University Risk Management at (657) 278-7346.

If you have any questions regarding this communication, please contact Evajoy "EJ" Tito (x8356) at <a href="mailto:etito@fullerton.edu">etito@fullerton.edu</a> or Zarita Moore, Travel Operations (x3543) at <a href="mailto:zmoore@fullerton.edu">zmoore@fullerton.edu</a>.