



# CALIFORNIA STATE UNIVERSITY, FULLERTON


Office of the President

P.O. Box 6810, Fullerton, CA 92834-6810 / T 657-278-3456 / F 657-278-2649

## MEMORANDUM

**DATE:** May 12, 2022

**TO:** Ron Coley  
Vice President for Administration & Finance/CFO

**FROM:** Framroze M. Virjee   
President, California State University, Fullerton

**SUBJECT:** Delegation of Authority for Travel Policy Exceptions

In accordance with the ICSUAM 3601.01, Travel Policy, I hereby designate the Authorized Designee(s) identified on the enclosed matrix with the authorization to approve exceptions to the Travel policy, as described herein. As required, all exceptions must be in writing and fully documented evidencing expenses requested are ordinary, reasonable, not extravagant, necessary, and supported by a business purpose or justification, as appropriate.

Travel Policy Requirement	Exception	Authorized Designee
Actual lodging cost not to exceed \$275 per night	Approval of lodging in excess of \$275 per night	Deans or Vice Presidents
Assembly Bill 1887, State Discrimination: Travel, effective January 1, 2017	Travel to banned states is permitted if state funds are not used or it meets the following exceptions as prescribed by AB1887 ( <a href="https://oag.ca.gov/ab1887">https://oag.ca.gov/ab1887</a> ). Exception must be approved prior to booking travel: <ol style="list-style-type: none"> <li>1. Enforcement of California law, including auditing and revenue collection</li> <li>2. Litigation</li> <li>3. To meet contractual obligations incurred before January 1, 2017</li> <li>4. To comply with requests by the federal government to appear before committees</li> <li>5. To participate in meetings or training required by a grant or required to maintain grant funding</li> <li>6. To complete job-required training necessary to maintain licensure or similar standards required for</li> </ol>	No authorized designee. Presidential approval required.

Travel Policy Requirement	Exception	Authorized Designee
	<p>holding a position, in the event that comparable training cannot be obtained in California or a different state not affected</p> <p>7. For the protection of public health, welfare, or safety, as determined by the CSU or other state agencies</p>	
International Travel	<p>All Foreign destinations (including US Possessions) <b>except</b> those countries on the (1) U.S. State Department Travel Warning list and/or the (2) CSURMA High Hazard Country list.</p>	Vice Presidents
Travel request or expense report greater than \$4,000	Trip amount in excess of \$4,000	No authorized designee. Presidential approval required.
<p>Other requirements (examples):</p> <ul style="list-style-type: none"> <li>• Travelers may secure lodging when traveling on business more than 25 miles (one way) from their normal work location or home, whichever is closer</li> <li>• Actual meal expenses reimbursed up to \$55 per calendar day</li> <li>• Actual incidental expenses reimbursed up to \$7 per calendar day</li> <li>• Spouse or partner accompany traveler for business purpose</li> <li>• Exception for use of transportation in lieu of most common route, most economical mode</li> </ul>	<p>Other exceptions (examples):</p> <ul style="list-style-type: none"> <li>• Traveler secures lodging when traveling on business less than 25 miles (one way) from their normal work location or home, whichever is closer</li> <li>• Reimburse actual meal expenses in excess of \$55 per calendar day</li> <li>• Reimburse actual incidental expenses in excess of \$7 per calendar day</li> <li>• Partner or spouse travel expenses with business justification provided. State funds not allowed.</li> <li>• Exception for alternative mode or route must be justified in writing.</li> </ul>	Deans or Vice Presidents