

DATE: July 1, 2020
TO: Campus Community
FROM: Steven Yim, Assistant Vice President/Controller
SUBJECT: Travel Updates

The Chancellor's Office recently provided updated guidance with regards to [non-essential travel](#) and the [state travel ban](#).

Non-essential Travel

Based on the Chancellor's Office guidance, the campus has adopted the following to help ensure the health and safety of staff, student and faculty.

- Elimination of all non-essential international and domestic travel through June 30, 2021 for both the campus and its auxiliary organizations. Any exception requires the approval of the campus president. Campus guidelines for processing of exceptions will be forthcoming.
- All campus and auxiliary organization meetings and conferences will be conducted virtually whenever possible for fiscal year 2020/2021. This aligns with Chancellor's Office requirement for systemwide meeting and conferences which will also be held virtually for the fiscal year.

Note: *Registration for a virtual conference does not require travel authorization or processing through the travel office since there is no travel involved. In most cases, registration for virtual conferences can be paid through a check request or by procurement card.*

State Travel Ban

Effective July 1, 2020, the State of California will prohibit state-funded and state-sponsored travel to Idaho. This increases the total number of banned states to the twelve listed below:

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|-------------------|--------------------|
| 1. Alabama | 7. South Dakota |
| 2. Kansas | 8. Tennessee |
| 3. Kentucky | 9. Texas |
| 4. Mississippi | 10. South Carolina |
| 5. North Carolina | 11. Iowa |
| 6. Oklahoma | 12. Idaho |

Refer to the [CSU Travel Ban and Clarification on Appropriate Use of Funds](#) document issued by the campus on October 5, 2018 for further details.

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