

DATE: August 18, 2020
TO: Campus Community
FROM: Steven Yim, Assistant Vice President/Controller
SUBJECT: Travel Guidelines and Reminders for Fiscal Year 2020/2021

Essential and Non-essential Travel

- Essential 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.
- Based on [Chancellor's Office guidance](#) and to help ensure the health and safety of the campus community, all non-essential international and domestic travel has been eliminated through June 30, 2021, for both the campus and its auxiliary organizations regardless of the funding source. Any exception must be routed through the divisional vice-presidents for consideration and will require the approval of the campus president.

Virtual Conferences and Meetings

- All campus and auxiliary organization meetings and conferences should be conducted virtually for fiscal year 2020/2021. This aligns with Chancellor's Office requirement for systemwide meetings and conferences which will also be held virtually for the fiscal year.
- 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.

If you have any questions regarding this communication, please 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.