

Temporary CSU/CSBS Travel Guidelines FY 2020-2021

In Effect through July 31, 2021

Per the below CSU/CSUN communication regarding international and domestic travel, CSUN/CSBS is implementing a temporary process to facilitate essential travel and virtual travel registration.

[CSUN COVID-19 Information.](#)

Is CSUN restricting travel to other countries or locations?

All international travel sponsored by the university and its auxiliaries has been suspended through July 31, 2020. Travel has also been suspended for non-essential domestic travel. The restrictions also apply to university-sponsored travel being undertaken by students, faculty and staff.

Essential in Person Travel

IMPORTANT: Due to the current CSU Travel Restrictions effective July 1, 2020 through July 31, 2021, the University President's approval is required for all travel.

The Dean must approve/recommend any essential travel to take place to the Provosts/ Vice President of Academic Affairs who will approve and recommend the [Essential Travel Application](#) to the University President for final approval.

This is required prior to submitting a Travel Authorization in e-Travel. **This includes ALL mileage and parking only trips, including field visits.** Upon receipt of approval, a Travel Authorization must be submitted with the approved application attached. The initial approver, Christina De La Fuente, of e-Travel will not approve any travel without this attached. Please note that this application is to address the essential aspects of your travel and associated pandemic-related risk and safety considerations.

Virtual Conferences

Faculty/Staff Only – If a faculty/staff is attending a virtual conference and are seeking reimbursement for registration, the individual will need to submit electronic copies of the following to Christina De La Fuente, Dean's Office. Christina will inform by email when the travel has been approved, and the trip can then be paid.

- Copy of registration invoice
 - Once approved, can be paid via p-card)
- Conference Agenda and/or virtual conference itinerary

Faculty with Students – Faculty requiring students to attend a virtual conference seeking reimbursement for registration through approved funding will need to submit electronic copies of the following to Christina De La Fuente, Dean's Office.

- [Approval of Travel Form \(.pdf\)](#)
- [Participant List \(emergency contacts are not required for virtual conferences\)\(.pdf\)](#)
- [Check Request Form \(.pdf\)](#)
- Conference agenda and/ or conference itinerary (confirming virtual format)
- Registration Invoice

Students Only – Students attending a virtual conference seeking reimbursement through approved funding for registration will need to submit the following to Christina De La Fuente, Dean’s Office.

- [Check Request \(.pdf\)](#)
- Conference agenda and/or conference itinerary (confirming virtual format)
- Registration Invoice