

**From:** [Slavik, Grace Pauline](#)  
**To:** [Slavik, Grace Pauline](#)  
**Cc:** [Wong, Thuy Nguyen](#)  
**Subject:** Updated Travel guidelines  
**Date:** Wednesday, August 5, 2020 12:25:16 PM  
**Attachments:** [image002.png](#)

Dear Principal Investigators and Research Administrators:

This message is a follow up to my email dated July 1, 2020, "Updates regarding Travel guidelines".

As communicated on July 1st, the Chancellor's Office issued a memo eliminating all non-essential travel through June 30, 2021. Campus Presidents will have the authority to approve exceptions for travel when there are compelling reasons that support academic and co-curricular mission of the campus. The Division Vice President must approve and recommend the essential travel to the University President for final approval.

With this guideline, campus has updated the process of approving essential travel.

- **Prior to arranging ANY local, domestic, and international travel**, the traveler must submit an **Essential Travel Application** via the myCSUNglobe website. The application is to address the essential aspects of your travel and associated pandemic-related risk and safety considerations.
- **For local and domestic travel:** Once the traveler receives the email approval from myCSUNglobe, the traveler then submits a travel authorization via eTravel. Please attach all documents received from myCSUNglobe to your eTravel travel authorization. **Travel expenses, including mileage and/or parking only reimbursements, will not be processed without the essential travel authorization on file.**
- **For international travel:** Once the traveler receives the email approval from myCSUNglobe, the traveler must complete the **Faculty/Staff International Travel Registration**. When the traveler receives an email from Risk Management, traveler then submits an eTravel travel authorization, attaching all documents received from myCSUNglobe and Risk Management.

Please note that the **Essential Travel Application** can take up to **two (2) weeks** to be processed. This is **in addition** to the usual processing timelines for international travel insurance applications: three (3) weeks for travels to non-high risk countries and eight (8) weeks to high-risk countries.

To access myCSUNglobe please visit, <https://mycsunglobe.edu>. **Essential Travel Application** and **Faculty/Staff International Travel Registration** can both be found from the left menu as shown below:



Should you have any questions or require assistance, please feel free to contact [Thuy Wong](#), TUC eTravel Analyst.

Sincerely,  
Grace

**Grace Slavik**  
Associate Director, Post-award, Research & Sponsored Programs  
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<http://www.csun.edu/sponsoredprograms/>

Due to the pandemic, I'm working remotely until further notice. I'm available through email ([grace.slavik@csun.edu](mailto:grace.slavik@csun.edu)), Zoom, and Teams (grace.slavik). We can handle most payment requests via electronic means and will be happy to assist if you need help in setting this up. For the health and safety of our employees, we encourage all requests to be directed online during this period and we apologize for any delays in processing your requests. Stay safe.

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**From:** owner-psfinnotify-l@csun.edu <owner-psfinnotify-l@csun.edu> **On Behalf Of** Hyland, Makenna S  
**Sent:** Monday, August 3, 2020 12:10 PM  
**To:** psfinnotify-l <psfinnotify-l@csun.edu>  
**Subject:** Essential Travel Application Process

Greetings,

The following message is sent on behalf of John Veatch, Interim AVP Financial Services.

Due to the current CSU Travel Restrictions effective July 1, 2020 through June 30, 2021, the University President's approval is required for all travel.

The Division Vice President must approve and recommend the **Essential Travel Application** to the University President for final approval. This is required prior to submitting a Travel Authorization in eTravel and/or requesting foreign travel insurance. **This includes ALL mileage and parking only trips.** Upon receipt of approval, a Travel Authorization must be submitted with the approved application attached. eTravel approvers should 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. Other aspects to travel such as funding and hazards unrelated to the pandemic are reviewed and approved through the usual travel authorization processes in myCSUNglobe (for international travel insurance) and eTravel (for travel reimbursements).

The **Essential Travel Application** can take up to **two (2) weeks** to be processed. This is **in addition** to the usual processing timelines for international travel insurance applications: three (3) weeks for travels to non-high risk countries and eight (8) weeks to high-risk countries.

To access myCSUNglobe please visit, <https://mycsunglobe.edu>. Select **Essential Travel Application** from the left menu as shown below:



Thank you,

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