



Channel Islands

CALIFORNIA STATE UNIVERSITY

Division of Student Affairs

DSA Area Name: Vice President for Student Affairs office

Effective Date: December 5, 2019

Procedure Number: VP-p002.02

Student Affairs Working Procedure on Business Related Travel

Intent: To provide an effective means for review and approval of business-related travel within the Division of Student Affairs (DSA).

Background: This procedure provides a formal process for requesting, reviewing, and approving business related travel in order to meet the day-to-day operations of the Division. Documentation and approval also ensure the employee and University are covered for liability in case there is an injury or accident while the employee is traveling. Employees are expected to demonstrate a high degree of professionalism in keeping with the DSA Core Values and serve as a good University representative for the entire duration of travel.

Accountability: Area Heads are responsible for review and approval of requests from staff in their respective areas. The Vice President for Student Affairs (VPSA) is responsible for review and approval of requests from the VPSA office staff and the Area Heads

Applicability: All staff within the DSA

Definition(s): n/a

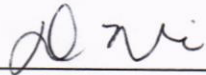
Attachment(s): [CI Travel Procedures and Regulations](#)

Procedure: Prior to any business travel, the employee must inform their supervisor and receive prior approval via email correspondence. The email to the supervisor should include: 1) the reason for travel, 2) destination, and 3) estimated time away from the office.

Once business travel is complete, the employee should complete a [Business Expense Claim Form](#) (BEC) to receive compensation for expenses or mileage incurred. The BEC should be routed to their supervisor and Area Head for signature and final approval. Approved BEC is scanned and saved to the S drive. Original document is forwarded to Accounts Payable for final processing and payment.

All existing University procedures for travel should be followed as well as those specifically required in the DSA.

Dianne Wei
Author's name


Author's signature

12/5/19
Date

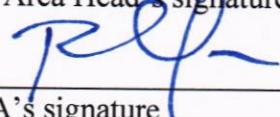
Approved:

Dottie Ayer
DSA Area Head's name


DSA Area Head's signature

12/9/19
Date

Richard Yao, Ph.D.
VPSA's name


VPSA's signature

12/9/17
Date