

# *Faculty Travel Request Procedures*

If you are physically not going to be in your class and you are travelling for any of the following reasons:

- RSCA related activities such as...
  - Attending/presenting at a conference
  - Presenting a work at another institution or professional venue
  - Performing in your own or a peer's work
  - Participating in professional development activities
- Guest teaching
- Attending ACDA
- Field trips
- Other work-related activities, events, conferences, training off campus

**A travel request must be completed.** It does **not** matter if you are using university or personal funds to pay for the trip, notification is required because these activities are university related (RTP) and thus require that you are covered by university insurance.

## **No Funding Support**

**The following information is needed to complete the travel request:**

1. Where are you going?
2. When are you going?
3. Why are you going?
4. Do you plan on asking for university funds, either before or after the trip?

**Submit the following supporting documents to Sylvia and the front administrative support staff person (cc' Colleen) to process the Travel Request:**

1. Invite letter or conference registration.
  - a. Include link to website.
2. Completed [Notice of Absence Form](#).
3. [International Travel Information Form](#) – if travelling aboard.
4. If travelling with students:
  - a. [Travel Participant list](#)
  - b. [Release of Liability, Promise Not to Sue, Assumption of Risk, and Agreement to Pay Claims form\(s\)](#) must be completed before the Travel Participant list as info on this form is needed.

## **Funding Support**

**The following information is needed to complete the travel request:**

1. Where are you going?
2. When are you going?
3. Why are you going?
4. Do you want the University to use your funds to pay for your flights?
  - a. Would you like Sylvia to have Giselle's (travel agent) book your flight.

**Submit the following supporting documents to Sylvia to process the Travel Request:**

1. Invite letter or conference registration.
  - a. Include a link to the website.
2. If you are planning on being reimbursed for hotel costs, flights, transportation, or any other costs associated with this trip, please include reservation, estimates and/or receipts.
  - a. The college has indicated that it will reimburse faculty for **economy seats only**.
    - i. Please include cost comparisons for hotel and airfare.
  - b. If you are leaving earlier or staying longer than required by the event, please provide a note explaining why.
    - i. Any days that are *not* travel and are *not* work/RSCA days are considered *personal days*.
  - c. If you are unsure about any of the above, please email Colleen and Sylvia with your questions.
3. Completed notice of absence form.
4. [International Travel Information Form](#) – if travelling aboard.
5. If travelling with students:
  - a. [Travel Participant list](#)
  - b. [Release of Liability, Promise Not to Sue, assumption of Risk and Agreement to Pay Claims form](#) must be completed before the Travel Participant list as info on this form is needed.

For your request to be processed, you must submit materials at least **30 days in advance for domestic travel**.

If you are traveling internationally, you must submit the travel request at least **45 days in advance** for your request to be processed.

Please review the information about domestic and international travel well in advance of submitting your request: <https://www.csulb.edu/academic-affairs/planning-and-resources/travel-guidelines-and-forms> and <https://www.csulb.edu/financial-management/controllers-office/travel>

Once you have submitted your travel request, please respond promptly to emails requesting additional information.