



SACRAMENTO
STATE

Business Matters @ Sac State

TOPIC: International Travel Approval Update & Reminders

Effective Immediately

DATE: December 16, 2024

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: Sarah Hansen, Accounts Payable & Travel Manager

Accounts Payable & Travel would like to inform the campus community of the following information:

- All employee travel will be required to have the following approvals for travel requests.
- **Mark Wheeler** will be replacing David Zeigler as the approver for International Programs and Global Engagement. The updated workflow is as follows:
 - International Travel-Concur Travel Request should be entered at least 45 days prior to travel date. Trip **must** be approved prior to travel.
 - Dean (Academic Affairs only)
 - **Mark Wheeler**, Senior Advisor to the President/Chief Strategist
 - Vice President or Provost
 - Kristen Tudor, delegate approver for President

In Concur, **Budget Approvers/Approvers** will **manually** add the required people into the workflow after the “Reports To” Approval2 manager.

Only after your request is fully approved, should you book travel through the Concur system, if possible.

- UEI funded travel *requests* will be entered in [Concur](#). **Do not book any travel reservations through Concur (Air, Hotel, Car Rental, or Rail) or use Sac State Concur Travel Cards.** Travel reimbursements are to be processed directly with UEI. See the Academic Affairs Travel [webpage](#) for further directions.

Specific questions about this travel guidance and restrictions should be addressed to your immediate supervisor and/or college dean or divisional vice president. General questions about employee travel can be directed to Accounts Payable & Travel, travel@csus.edu, ext. 86476.