

**California State University, Fresno Foundation
Travel Notification**

Submit completed form to the Foundation at minimum two weeks prior to travel.

Name of Applicant: _____

CSU Fresno Foundation Employee? Yes ; No . Exempt status? Yes ; No Non-exempt Foundation employees submit completed form to Auxiliary HR for prior approval.

Auxiliary HR signature: _____

CSU Fresno State Employee? Yes ; No If you are a State employee, are you traveling out of California? **Yes ; No ;

Check one: Regardless of account funds used, business travel supports Foundation Sponsored Program activity ; or a Fresno State University activity . Other , explain:

****State employees traveling out of California are required to get approval from the Dean or designate per CSU EO-688.**

All State and Foundation employees: Are you traveling out of the United States? Yes ; No

If yes, you will be contacted by the Foundation to complete a foreign travel questionnaire for sponsored program travel. Embargoed countries will require approval from CSU Chancellor's Office through Risk Management. All other foreign travel outside of the US will require Foundation to arrange approved travel insurance. Allow additional time for processing.

Please provide the following:

Destination: _____

Work phone number: _____

Email address: _____

Travel expenses will be charged to Cost Center Acct#: _____

Total Travel Cost Estimate: _____

Foundation employees: In advance of travel, report to Auxiliary HR in writing any approved temporary changes to cost center number designated for salary.

Event Location: _____	Contact #: _____
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Trip Purpose: _____

Departure Date: _____ Return Date: _____

The undersigned applicant requests approval to incur ordinary and necessary travel expenses for the above referenced trip.

Signatures:

Applicant: _____

Project Director: _____

**Dean/Vice President (if required): _____

Academic Resources (if required per University) TA 54: _____

AVP Financial Services (International Travel) TA 52: _____

Office of the President (if required per university): _____