



**SAN FRANCISCO  
STATE UNIVERSITY**

Accounts Payable  
Travel Office  
1600 Holloway Avenue – Adm351  
San Francisco, CA 94132

## **TRAVEL BULLETIN**

October, 2010

### **Lead-Time Requirement for International Travel:**

Because of the number of steps and the length of time required to review and approve international travel plans, it is necessary to implement a new lead-time requirement for foreign travel documents.

Travel to a foreign country already requires the approval to travel (ATEA form) and the completion of the foreign travel insurance documents for Risk Management. Depending on the foreign location, multiple approval signatures are required. In order to allow adequate time for the extensive review and approval process, the following document submission requirements will be implemented, effective December 1<sup>st</sup>, 2010.

If the foreign travel is related to an ORSP project, the entire foreign travel approval package, signed by the Department Chair and/or Dean, *must be in the hands of ORSP 45 days prior to the date of departure.*

For non-ORSP foreign travel, the entire foreign travel approval package, signed by the Department Chair and/or Dean, *must be in the hands of the Office of Risk Management 45 days prior to the date of departure.*

Foreign travel approval packages submitted to ORSP or Risk Management not in compliance with the 45-day requirement may be rejected and the travel approval withheld.

Please direct questions to David Chelliah, AP Manager, at x82367 or to Courtney Cheng, AP Supervisor, at x53693.