From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Clarification: Exception Form No Longer Needed for Late Travel Request
Date: Thursday, April 30, 2026 4:00:37 PM
Attachments: ATT00001.txt
ATT00001.txt

Hello Campus Community,

	Please note the following clarification: **International travel requests** must still be submitted prior to the start date in order for travel insurance to be bound for the traveler. The forwarded notice applies to **domestic travel requests only**.

Please reach out to **traveloffice@csusm.edu** with any questions.

Thank you!
Travel Office

From: PCBO Subscription <pcbo_subscribe@csusm.edu>
Sent: Thursday, April 30, 2026 2:40 PM
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Exception Form No Longer Needed for Late Travel Request



Exception Form No Longer Needed for Late Travel Request

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Sent on behalf of: Travel Office

Hello PCBO Community,

The Travel Office will no longer require a travel exception for travel requests that were not submitted before the travel start date.

- A travel request must still be completed before the travel expense report is submitted.
- We will still require a travel exception for travel expense reports that are not submitted within 60 days of the end of the trip.
- We continue to encourage travel requests to be done before the trip, and departments/colleges might have additional internal requirements.

Please reach out to **traveloffice@csusm.edu** with any questions.

Thank you!
Travel Office