California State University SAN MARCOS

Division of Student Affairs
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INSTRUCTIONS FOR APPROVAL OF TRAVEL TO PROHIBITED STATES UNDER ASSEMBLY BILL 1887

BACKGROUND:

Assembly Bill 1887 is a California law that restricts state agencies from requiring employees to travel to any state that has enacted a law that discriminates on the basis of sexual orientation, gender identity, or gender expression under Gov. Code 11139.8. The law also prohibits approval of state-funded or state-sponsored travel to states on the list. **Updated: July 27, 2017**—Monies received by a campus auxiliary organization may be used for such travel, consistent with campus and auxiliary policies. Private funds may also be used for such travel.

AB 1887 travel restrictions are effective January 1, 2017, and apply to all CSU employees, officers, or members, as well as non-employee travelers, including students. For complete text of the bill, please visit the California Legislation information website. Consult CSU travel policy for detailed information and FAQs.

Travelers are required to review the California State Attorney General website for a list of affected states **prior** to initiating the travel approval process.

Certain exemptions to the AB 1887 travel restrictions may be granted on a case-by-case basis. Contracts entered prior to January 1, 2017, may be granted an exception, under certain circumstances, in order to attend and participate in athletic or academic events. A detailed description and justification for any requested exception must be provided on the form.

NO TRAVEL EXPENSES SHOULD BE COMMITTED PRIOR TO APPROVAL OF TRAVEL TO PROHIBITED STATES.

INSTRUCTIONS FOR COMPLETING AND ROUTING THE REQUEST FORM:

1) Requestor should review the prohibited states list **prior** to initiating the travel request.

2) Utilize this form if valid documentation exists for one or more of the applicable exceptions. Justification and all relevant documentation must be included. Incomplete forms may delay the approval process.
   - In parallel to submitting the Prohibited States form, the requestor must complete the appropriate Travel Request Form.

3) Route the completed form through Adobe Sign for review and approval by the following individuals:
   - The Financial Approver who must review and approve the funding source.
   - The relevant senior leader (Associate Vice President, Dean of Students, or Executive Director) to validate the request.
   - The Vice President for Student Affairs for final approval

   Adobe Sign Routing Thread:
   Financial Approver → Associate Vice President/Dean/Executive Director → Rosa Mora → Norma Larios → Vice President Diaz

4) Attach the completed Exemption Form to the Travel Request Form when routing for approval.

REQUEST FOR APPROVAL OF TRAVEL TO PROHIBITED STATES UNDER ASSEMBLY BILL 1887

TRAVELER INFORMATION:

TRAVELER NAME[1]:_____ DEPARTMENT:_____
DESTINATION:_____ DEPARTURE DATE:_____ RETURN DATE:_____

APPLICABLE EXCEPTIONS UNDER AB 1887—GOV. CODE 11139.8 (CHECK ALL THAT APPLY):

☐Enforcement of California Law, including auditing and revenue collection. Litigation.
☐To meet contractual obligations incurred before January 1, 2017
☐To comply with requests by the federal government to appear before committees.
☐To participate in meetings and trainings required by a grant or required to maintain grant funding.
☐To complete job-required training necessary to maintain licensure or similar standards required for holding a position in the event that comparable training cannot be obtained in California, or a different state not affected. For the protection of public health, welfare, or safety, as determined by the CSU or other state agencies.
☐**Not an applicable exception:** Use of Non-State Funds required.

REQUIRED CHARTFIELDS:

ACCOUNT:_____ FUND:_____ DEPT ID:_____ PROGRAM:_____ CLASS:_____ PROJECT:_____ AMOUNT:_____
ACCOUNT:_____ FUND:_____ DEPT ID:_____ PROGRAM:_____ CLASS:_____ PROJECT:_____ AMOUNT:_____

EXPLANATION/JUSTIFICATION (REQUIRED): Please attach additional page(s) if more space is needed.

_____
_____
_____

Financial Approver Signature:_____ Date:_____

AVP/Dean/Executive Director/ Signature:_____ Date:_____

FINAL APPROVAL

Vice President for Student Affairs:

To Be Initialed: _____***Rosa Mora*** _____***Erica Perez***

☐**Approved** ☐**Not Approved**

Vice President for Student Affairs Signature:_____ Date:_____

Comments:_____
_____

[1]For team or group travel, please attach a full roster of all travelers to this request when submitting.