REQUEST: BANNED STATE
University travelers are not permitted to use any state funds to travel to banned states per the Attorney General. There are seven exceptions that do allow travel to banned states on state funds. The exceptions are listed HERE: (https://oag.ca.gov/ab1887) and an explanation of HOW your business travel meets the exception must be added to your Concur travel request for approval. Follow the guidance below to complete all required steps for travel to a banned state.

**BANNED STATE TRAVEL ON STATE DOLLARS**

1. Start a new Concur Request and on the **Request Header**, click the arrow to select the banned state you will be traveling to.
2. Also on the Header, write your justification for traveling to a banned state. If using state funds the justification must comply with one of the 7 exceptions on the Attorney General site. Do not just copy and paste the exception:
   a. EXAMPLE: Exception #6 To complete job required training necessary to maintain licensure or similar standards required for holding a position, in the event a comparable training cannot be obtained in California or a different state not subject to the travel prohibition. JUSTIFICATION COMMENT: required K9 training only available in Texas and must recertify every 2 years.

3. Some departments and the Provost office may require additional documentation to be attached

4. Some departments may require that Concur Requests for travel to banned state be submitted up to 4 weeks before the trip for reviews and approvals.

5. Once Header is complete, click SAVE.
6. This will take you to the Expected Expenses page for you to add all of your expenses. Then SUBMIT your Request for approvals.

7. Additional approvals (Dean/AVP and Provost/VP) for banned state travel will be added by the Exception Approver.
8. Once fully approved you will receive an email from Concur and are now able to pay for your travel expenses.
BANNED STATE TRAVEL ON NON-STATE DOLLARS

1. Start a new Concur Request and on the Request Header, click the arrow to select the banned state you will be traveling to.

2. Select a non-state fund for your travel Request. SL002 Funded travel MUST include PROGRAM and PROJECT CODE.
3. Add a **Comment** that the banned state travel is funded by non-state funds

4. Click **SAVE** to save your Request Header.

5. Add **Expected Expenses** then **SUBMIT** for approvals. Additional approver for banned state travel will be added by the Exception Approver.