

REQUEST: BANNED STATE

SAP Concur 

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ADMINISTRATION & FINANCE

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): (<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.

The screenshot shows the 'Edit Request Header' form in Concur. The form includes the following fields and options:

- Staff**: A dropdown menu currently showing 'Staff'.
- Personal Dates of Travel-If none enter NA ***: A dropdown menu currently showing 'NA'.
- Are you traveling to a banned state? ***: A dropdown menu with the following options: 'Yes - Arizona' (selected), 'None Selected', 'No', 'Yes - Alabama', 'Yes - Arizona', and 'Yes - Arkansas'. A green rounded rectangle highlights this dropdown menu.
- Destination**: A dropdown menu currently showing 'US'.
- Are you trav**: A dropdown menu currently showing 'No'.
- Department**: A dropdown menu with a filter icon.
- Project**: A dropdown menu with a filter icon.

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.

Edit Request Header

trip | Request ID: 6V4M

Are you traveling to a banned state? *

Yes - Arizona

Are you tra

Fund * 3

(SL001) SL001 - 948-485 CSU Operating Fund

Department

Class 2

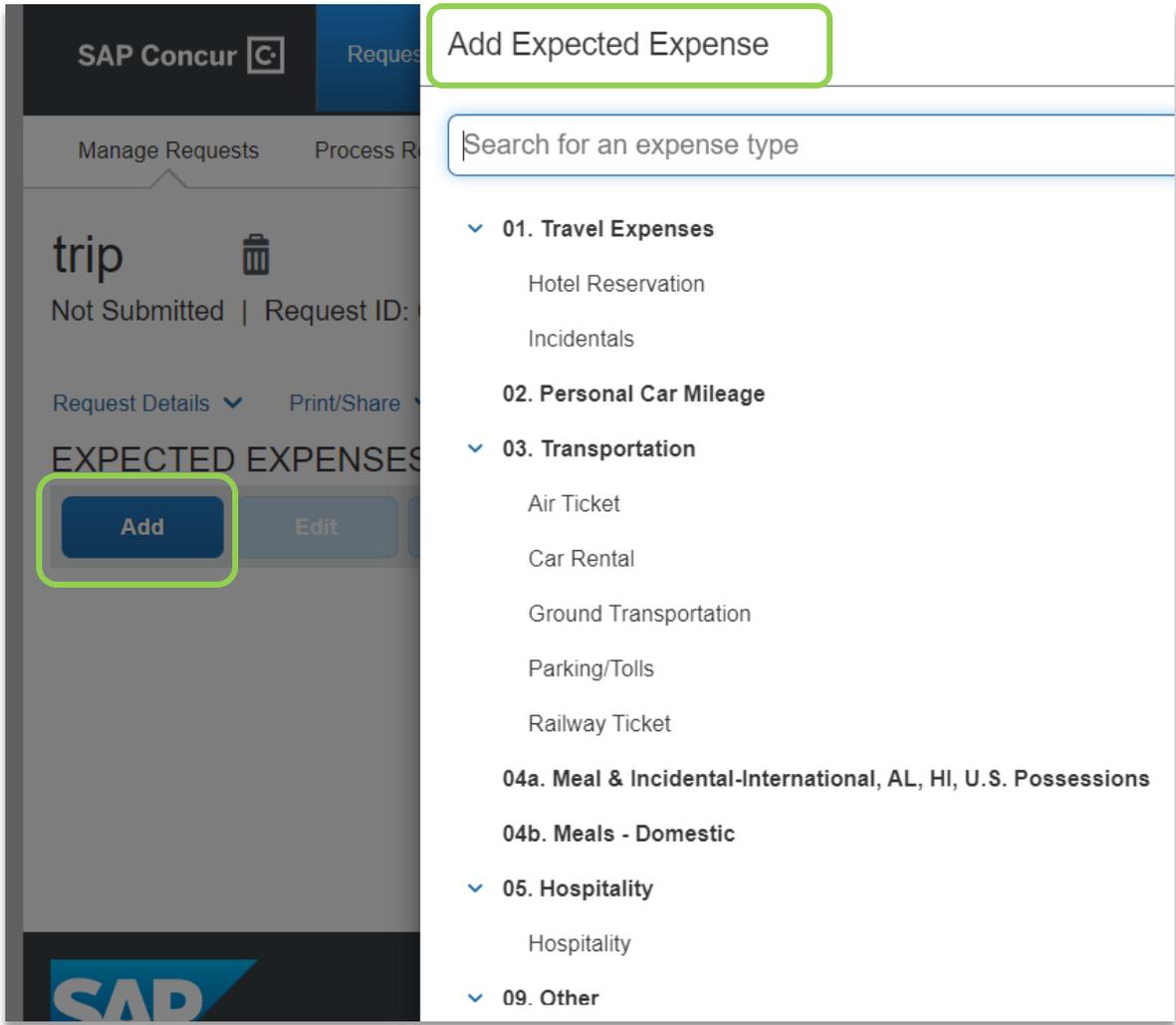
Search by Text

Project

Comments To/From Approvers/Processors ?

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

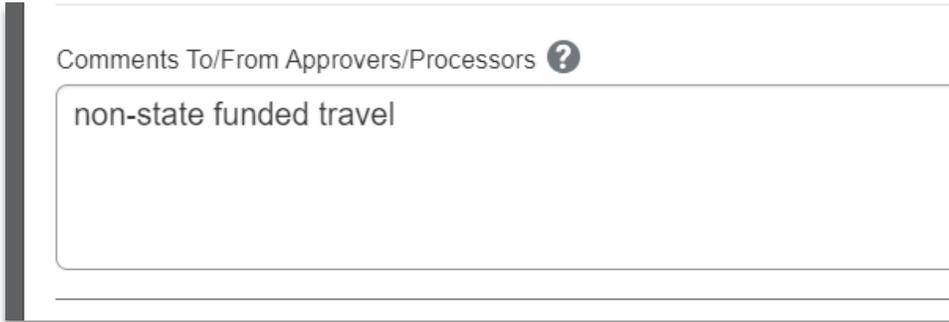
1. Start a new Concur Request and on the **Request Header**, click the arrow to select the banned state you will be traveling to.

The screenshot shows the 'Edit Request Header' form. The 'Staff' dropdown is set to 'Staff'. The 'Personal Dates of Travel-If none enter NA' field contains 'NA'. The 'Destination' dropdown is set to 'US'. The 'Are you traveling to a banned state?' dropdown is open, showing options: 'Yes - Arizona' (selected), 'None Selected', 'No', 'Yes - Alabama', 'Yes - Arizona', and 'Yes - Arkansas'. The 'Department' and 'Project' dropdowns are also visible.

2. Select a non-state fund for your travel Request. SL002 Funded travel **MUST** include **PROGRAM** and **PROJECT CODE**.

The screenshot shows the 'Fund', 'Department', 'Program', 'Class', and 'Project' dropdown menus. The 'Fund' dropdown is set to '(SL001) SL001 - 948-485 CSU Operating Fund'. The 'Department' dropdown is set to '(125600) 125600 - SBS-Payment Services'. The 'Program' dropdown is set to '(R1000) R1000 - Cal PolyCorporation'. The 'Class' dropdown is set to 'Search by Text'. The 'Project' dropdown is set to '(Z51601) Z51601 - CPC-Preservice Teacher Rs...'. The dropdowns are numbered 1 through 5.

3. Add a **Comment** that the banned state travel is funded by non-state funds

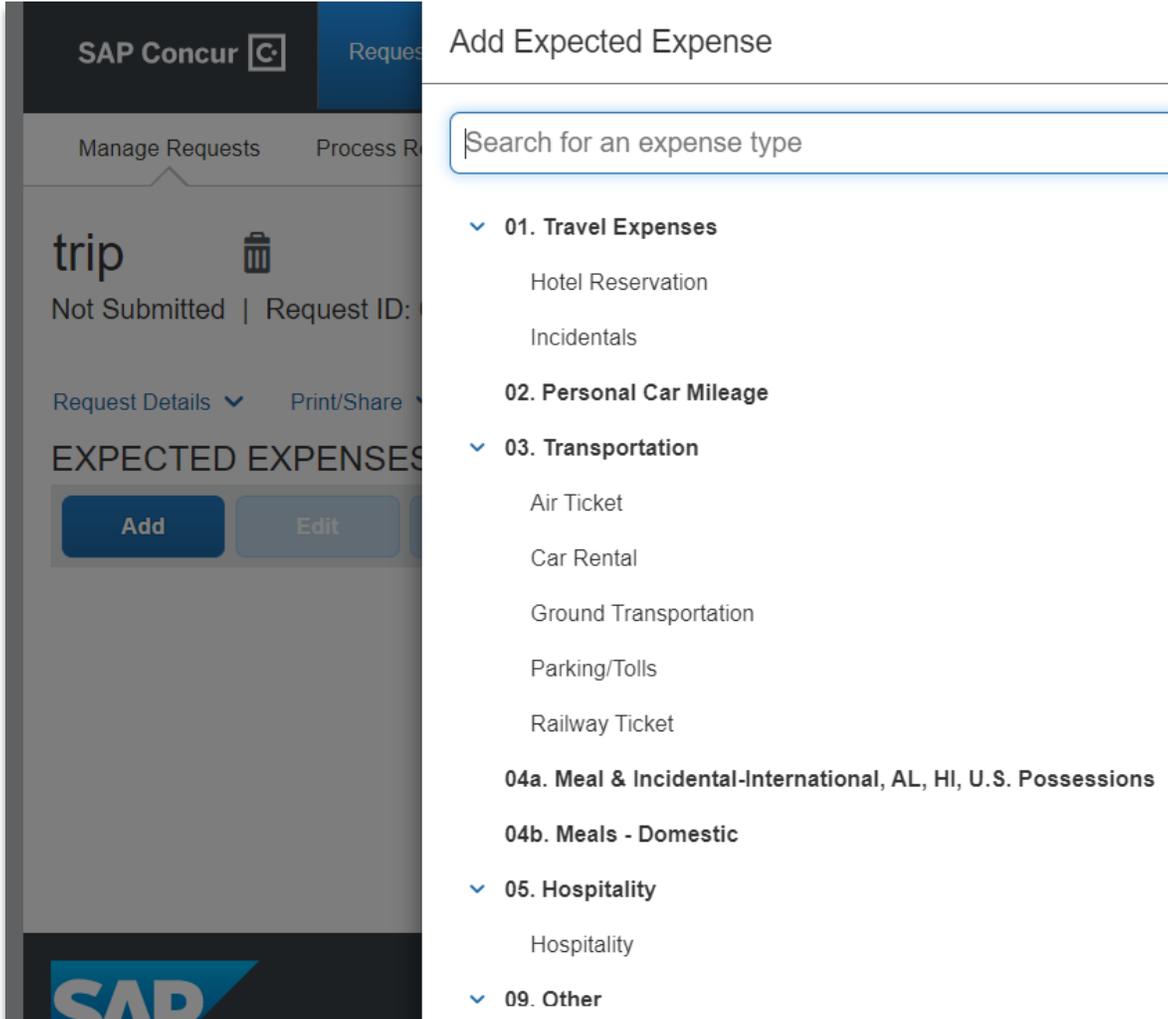


Comments To/From Approvers/Processors ?

non-state funded travel

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.



SAP Concur Request

Manage Requests Process Requests

trip  Not Submitted | Request ID: ...

Request Details Print/Share

EXPECTED EXPENSES

Add Edit

Add Expected Expense

Search for an expense type

- 01. Travel Expenses
 - Hotel Reservation
 - Incidentals
- 02. Personal Car Mileage
- 03. Transportation
 - Air Ticket
 - Car Rental
 - Ground Transportation
 - Parking/Tolls
 - Railway Ticket
- 04a. Meal & Incidental-International, AL, HI, U.S. Possessions
- 04b. Meals - Domestic
- 05. Hospitality
 - Hospitality
- 09. Other