

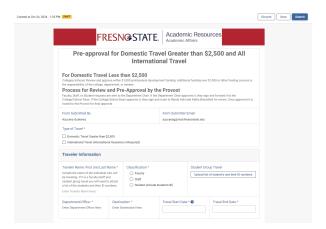
Pre-approval for Domestic Travel Greater than \$2,500 and All International Travel The following are step-by-step instructions on using Kuali to fill out and send the Pre-approval for Domestic Travel Greater than \$2,500 and All International Travel Request form to all appropriate individuals required for approval.

Below is an example of the submission process for the Pre-approval for Domestic Travel Greater than \$2,500 and All International Travel Request form.

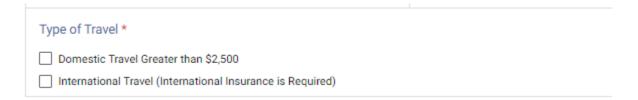
The form must be accessed with a Fresno State email account.

If you have any questions or concerns, please email the Academic Resource Office: aro@mail.fresnostate.edu.

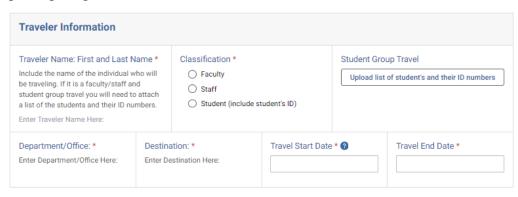
- 1. Click on this <u>link</u> to access the Pre-approval for Domestic Travel Greater than \$2,500 and All International Travel
- 2. When the link opens, you will be directed to a page like the one below:



3. Under Type of Travel: you will select the type of travel that is taking place.



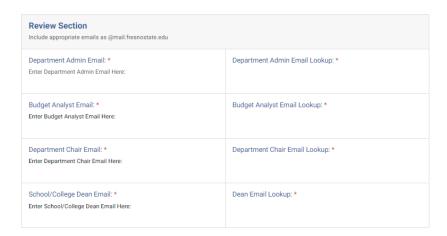
4. Under Traveler Information, the pertaining information for the faculty, staff, and/or student(s) participating in the travel will need to be included.





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5. Under Review Section please include the emails of the appropriate individuals requested. **Please Note:** The recipient's email address must be in the **mail.fresnostate.edu** format.



6. Under Travel Expense Breakdown please include a detailed breakdown of the anticipated travel expenses.



7. Under Stateside Funding Source and/or Foundation Funding Source, the appropriate Stateside Funding Source and/or Foundation account(s) will need to be included.

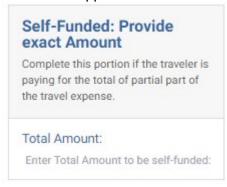


Foundation Funding Source: Provide exact Amount(s) and Chartfield(s)		
Total Amount:	Account Name:	Cost Center:
Enter Foundation Total Amount h	Enter Foundation Account Name	Enter Cost Center here:
Total Amount:	Account Name:	Cost Center:
Enter Foundation Total Amount h	Enter Foundation Account Name	Enter Cost Center here:
Total Amount: Enter Foundation Total Amount h	Account Name: Enter Foundation Account Name	Cost Center: Enter Cost Center here:

8. Under Self-Funded please include any amounts of the travel request which will be covered by the faculty.



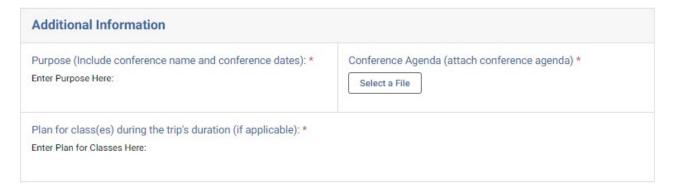
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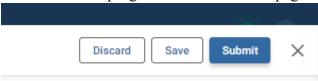
9. Under External Funding please include any amounts of the travel request which will be covered by an external funding organization/association



10. Under Additional Information, please include the purpose of the trip (include conference name and conference dates), attach a conference agenda, and plan for class(es) during the trip's duration (if applicable.)



11. Once the Academic Affairs – Foundation Funding Request form has been completed you can click Submit on the top right-hand corner of the page.





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- **12.** Once submitted the form will be routed to the department admin, budget analyst, Department Chair, and college/school Dean for review. After it has been approved by the Dean it will be routed to the Provost Office for final approval.
- **13.** Once the form is approved/denied you will receive an email of approval/denial. If the request was approved, you may proceed with incurring your expense(s).

Attachments:

1. A list of the Deans by School/College and their emails.



Pre-approval for Domestic Travel Greater than \$2,500 and All International Travel

Deans by School/College

Dean: David Vera	dvera@mail.fresnostate.edu
Budget Analyst: Dayna Matsumura	daynam@mail.fresnostate.edu

Kremen School of Education & Human Development

Interim Dean: Sergio LaPorta	slaporta@mail.fresnostate.edu
Budget Analyst: Mark Rodriguez	msrodriguez@mail.fresnostate.edu

Lyles College of Engineering

Dean: Ram Nunna	rnunna@mail.fresnostate.edu
Budget Analyst: Zaida Reyna	zreyna@mail.fresnostate.edu

College of Health & Human Services

Interim Dean: Kara Zografos	kzografost@mail.fresnostate.edu
Interim Budget Analyst: Rebecca White	rewhite@mail.fresnostate.edu

College of Science & Mathematics

Dean: Christopher Meyer	cmeyer@mail.fresnostate.edu
Budget Analyst: Nancy Gomez	ngomez@mail.fresnostate.edu

College of Social Sciences

Dean: Elizabeth Lowham	elowham@mail.fresnostate.edu
Budget Analyst: Azucena Gutierrez	azucenag@mail.fresnostate.edu

Jordan College of Ag Sciences & Technology

Dean: Rolston St. Hilaire	rsthilaire@mail.fresnostate.edu
Budget Analyst: Zachary Kaiser	zkaiser@mail.fresnostate.edu

College of Arts & Humanities

Dean: Honora Chapman	hchapman@mail.fresnostate.edu
Budget Analyst: Cathie Salanitro	cathies@mail.fresnostate.edu

Library

Dean: Janet Crum	janetcrum@mail.fresnostate.edu
Budget Analyst: Delia Medrano	deliamedrano@mail.fresnostate.edu