

### Instructions for

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

The following are step-by-step instructions on using Kualu 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](mailto:aro@mail.fresnostate.edu).

1. Click on this [link](#) 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:

The screenshot shows a web form titled "Pre-approval for Domestic Travel Greater than \$2,500 and All International Travel" from Fresno State Academic Resources. The form includes sections for "Form Submitted By" (Abucena Gutierrez), "Type of Travel" (with radio buttons for Domestic and International), "Traveler Information" (with fields for Name, Classification, and Student Group Travel), and "Department/Office", "Destination", "Travel Start Date", and "Travel End Date".

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

This close-up shows the "Type of Travel" section with two radio button options: "Domestic Travel Greater than \$2,500" and "International Travel (International Insurance is Required)".

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

This close-up shows the "Traveler Information" section. It includes a text field for "Traveler Name: First and Last Name", radio buttons for "Faculty", "Staff", and "Student (include student's ID)", a "Student Group Travel" section with an "Upload list of student's and their ID numbers" button, and fields for "Department/Office", "Destination", "Travel Start Date", and "Travel End Date".

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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.

Review Section	
Include appropriate emails as @mail.fresnostate.edu	
Department Admin Email: * Enter Department Admin Email Here:	Department Admin Email Lookup: *
Budget Analyst Email: * Enter Budget Analyst Email Here:	Budget Analyst Email Lookup: *
Department Chair Email: * Enter Department Chair Email Here:	Department Chair Email Lookup: *
School/College Dean Email: * Enter School/College Dean Email Here:	Dean Email Lookup: *

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

Travel Expense Breakdown						
Registration Fee: Enter Registration	Lodging Expense: Enter Lodging Ex	Meals: ? Enter Meals Expt	Flight: Enter Flight Expe	Ground Transportation: Enter Ground Tra	Other: Enter Other Expe	Total:

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.

Stateside Funding Source: Provide exact Amount(s) and the Chartfield(s)		
Total Amount: Enter Stateside Total Amount her	Account Name: Enter Account Name here:	Chartfield: Enter complete Chartfield here:
Total Amount: Enter Stateside Total Amount her	Account Name: Enter Account Name here:	Chartfield: Enter complete Chartfield here:
Total Amount: Enter Stateside Total Amount her	Account Name: Enter Account Name here:	Chartfield: Enter complete Chartfield here:

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

Complete this portion if the traveler is paying for the total of partial part of the travel expense.

**Total Amount:**  
Enter Total Amount to be self-funded:

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

**External Funding:**

Complete this portion if another organization is paying for the total or partial part of the travel expense.

<b>Total Amount:</b> Enter Total Amo	<b>Name of External Funding Organization/ Association</b> Enter Name of O
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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.)

**Additional Information**

<b>Purpose (Include conference name and conference dates): *</b> Enter Purpose Here:	<b>Conference Agenda (attach conference agenda) *</b> <input type="button" value="Select a File"/>
<b>Plan for class(es) during the trip's duration (if applicable): *</b> Enter Plan for Classes Here:	

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.

**Instructions for**  
Pre-approval for Domestic Travel Greater than \$2,500 and All International Travel  
**Deans by School/College**

**Craig School of Business**

<b>Dean: David Vera</b>	<a href="mailto:dvera@mail.fresnostate.edu">dvera@mail.fresnostate.edu</a>
<b>Budget Analyst: Dayna Matsumura</b>	<a href="mailto:daynam@mail.fresnostate.edu">daynam@mail.fresnostate.edu</a>

**Kremen School of Education & Human Development**

<b>Interim Dean: Sergio LaPorta</b>	<a href="mailto:slaporta@mail.fresnostate.edu">slaporta@mail.fresnostate.edu</a>
<b>Budget Analyst: Mark Rodriguez</b>	<a href="mailto:msrodriguez@mail.fresnostate.edu">msrodriguez@mail.fresnostate.edu</a>

**Lyles College of Engineering**

<b>Dean: Ram Nunna</b>	<a href="mailto:rnunna@mail.fresnostate.edu">rnunna@mail.fresnostate.edu</a>
<b>Budget Analyst: Zaida Reyna</b>	<a href="mailto:zreyna@mail.fresnostate.edu">zreyna@mail.fresnostate.edu</a>

**College of Health & Human Services**

<b>Interim Dean: Kara Zografos</b>	<a href="mailto:kzografost@mail.fresnostate.edu">kzografost@mail.fresnostate.edu</a>
<b>Interim Budget Analyst: Rebecca White</b>	<a href="mailto:rewhite@mail.fresnostate.edu">rewhite@mail.fresnostate.edu</a>

**College of Science & Mathematics**

<b>Dean: Christopher Meyer</b>	<a href="mailto:cmeyer@mail.fresnostate.edu">cmeyer@mail.fresnostate.edu</a>
<b>Budget Analyst: Nancy Gomez</b>	<a href="mailto:ngomez@mail.fresnostate.edu">ngomez@mail.fresnostate.edu</a>

**College of Social Sciences**

<b>Dean: Elizabeth Lowham</b>	<a href="mailto:elowham@mail.fresnostate.edu">elowham@mail.fresnostate.edu</a>
<b>Budget Analyst: Azucena Gutierrez</b>	<a href="mailto:azucenag@mail.fresnostate.edu">azucenag@mail.fresnostate.edu</a>

**Jordan College of Ag Sciences & Technology**

<b>Dean: Rolston St. Hilaire</b>	<a href="mailto:rsthilaire@mail.fresnostate.edu">rsthilaire@mail.fresnostate.edu</a>
<b>Budget Analyst: Zachary Kaiser</b>	<a href="mailto:zkaiser@mail.fresnostate.edu">zkaiser@mail.fresnostate.edu</a>

**College of Arts & Humanities**

<b>Dean: Honora Chapman</b>	<a href="mailto:hchapman@mail.fresnostate.edu">hchapman@mail.fresnostate.edu</a>
<b>Budget Analyst: Cathie Salanitro</b>	<a href="mailto:cathies@mail.fresnostate.edu">cathies@mail.fresnostate.edu</a>

**Library**

<b>Dean: Janet Crum</b>	<a href="mailto:janetcrum@mail.fresnostate.edu">janetcrum@mail.fresnostate.edu</a>
<b>Budget Analyst: Delia Medrano</b>	<a href="mailto:deliamedrano@mail.fresnostate.edu">deliamedrano@mail.fresnostate.edu</a>