Instructions for
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 **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:

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.

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 Registratio	Lodging Expense: Enter Lodging Ex	Meals: ❓ Enter Meals Expe	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 here	Account Name: Enter Account Name here:	Chartfield: Enter complete Chartfield here:
Total Amount: Enter Stateside Total Amount here	Account Name: Enter Account Name here:	Chartfield: Enter complete Chartfield here:
Total Amount: Enter Stateside Total Amount here	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.

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.

Total Amount:	Name of External Funding Organization/ Association
Enter Total Amoι	Enter Name of O

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

Purpose (Include conference name and conference dates): *
Enter Purpose Here:

Conference Agenda (attach conference agenda) *
Select a File

Plan for class(es) during the trip's duration (if applicable): *
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.

Discard   Save   **Submit**   ✕

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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.

Deans by School/College

Craig School of Business

Dean: Julie Olson-Buchanan	julieo@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
Interim Budget Analyst: Martin Garcia	marting12@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: Amanda Angel	amandaangel@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
Interim Budget Analyst: Zachary Kaiser	zkaiser@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