Memorandum

Date: November 13, 2018

To: Sylvia A. Alva, Ph.D.
Provost and Vice President for Academic Affairs

Lea M. Jarnagin, Ed.D.
Vice President for Student Affairs

From: Soraya M. Coley, Ph.D.
President

Subject: Delegation of Authority – EXECUTIVE ORDER NO. 1041
Student Travel Policy

Pursuant to the attached CSU Executive Order Number 1041 – Student Travel Policy and to Risk Management Coded Memorandum RM 2014-01 – Approval of High Hazard International Travel:

- I am delegating to the Provost and Vice President for Academic Affairs the authority to implement and exercise the provisions of said Executive Order subject to the conditions expressed therein. This includes the authority to approve academic-related student travel, including but not limited to, field trips, study abroad programs, travel that enables a student to attend a conference to present research findings for the University or to act in some other like capacity on behalf of the University. You may sub-delegate this authority as you see appropriate, excluding high hazard international travel.

All approvals for student high hazard international travel are to be completed in consultation with the President. This delegation may not be sub-delegated.

Student travel requests to “War Risk” countries may be considered, but will not normally be approved. Such requests must be submitted to Systemwide Risk Management in the Chancellor’s Office for review and approval following appropriate review and approval at the campus level.

- I am delegating to the Vice President for Student Affairs the authority to implement and exercise the provisions of said Executive Order subject to the conditions expressed therein. This includes the authority to approve travel for student participation in non-academic programs offered by, or pursuant to a program, of the California State University, any officially recognized student body organization, or any organization affiliated with any such organization, or with any combination...
thereof. This includes travel that is required for attendance at student-oriented meetings, student government events, University athletics events by student athletes, and the like. You may sub-delegate this authority as you see appropriate, excluding high hazard international travel.

All approvals for student high hazard international travel are to be completed in consultation with the President. This delegation may not be sub-delegated.

Student travel requests to “War Risk” countries may be considered, but will not normally be approved. Such requests must be submitted to Systemwide Risk Management in the Chancellor’s Office for review and approval following appropriate review and approval at the campus level.

High Hazard International Travel Definitions and Lists:

- High hazard international travel is defined as travel to countries on the CSU Risk Management Authority’s (CSURMA) foreign travel high hazard country list and the US State Department Travel Advisory – Level 3 and 4 lists (not including War Risk).

- War Risk countries are defined as countries designated by the underwriter (policy) where travel is and continues to be unsafe/high risk and requires the approval of the campus President, Chancellor’s Office and underwriter.

The website for Systemwide Risk Management has resource links available to the appropriate memos and lists (http://www.calstate.edu/risk_management/).

(w/attachments)