

Memorandum

Date: November 13, 2018

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

Paulette M. Blumberg
Deputy Chief of Staff, President's Office

Nicole A. Hawkes
Chief of Staff, President's Office

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

Danielle L. Manning
Vice President for Administration, Finance & Strategic
Development and Chief Financial Officer (CFO)

John W. McGuthry
Vice President for Information Technology and Chief
Information Officer (CIO)

Daniel Montplaisir
Vice President for University Advancement

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

Subject: Delegation of Authority – CSU TRAVEL POLICY (ICSUAM 3601.01), AND CSU
EXECUTIVE ORDER NO. 688
Approval of Travel for Faculty and Staff (Excluding High Hazard International Travel)

cc: Cabinet
Joseph Simoneschi
Jonna J. Lewis
(all w/attachments)

Pursuant to the CSU Travel Policy (ICSUAM 3601.01), and Executive Order No. 688:

- I am delegating to the Provost and Vice President for Academic Affairs, the authority to approve and make exceptions to the travel policy for general international (not including High Hazard) and domestic travel for faculty and staff within the Academic Affairs Division.

Delegation of Authority – CSU Travel Policy (ICSUAM 3601.01) and CSU Executive Order No. 688
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- I am delegating to the Deputy Chief of Staff to the President, the Chief of Staff to the President, the Vice President for Student Affairs, the Vice President for Administration, Finance & Strategic Development and Chief Financial Officer (CFO), the Vice President and Chief Information Officer (CIO), and the Vice President for University Advancement, the authority to approve and make exceptions to the policy for general international (not including High Hazard) and domestic travel for staff within their respective unit/division.
- The above delegations to approve domestic travel and approval of exceptions to the maximum limit for the cost of lodging per night for faculty and staff may be sub-delegated with Presidential approval.

(w/attachments)