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UNIVERSITY

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President:  
Dr. Robert L. Caret

October 30, 1998

**PD 98-03**

MEMO TO: Deans, Chairs, Directors and Administrative Heads

FROM: Robert L. Caret, President *Robert L. Caret*

SUBJECT: Presidential Directive, 98-03

**APPROVAL OF TRAVEL REQUESTS AND  
DELEGATION OF AUTHORITY**

The attached CSU Executive Order, No. 688, delegates to each campus President the authority to approve out-of-state and in-state travel requests.

By this Presidential Directive, I am sub-delegating the authority to approve out-of-state and in-state travel requests on this campus to the appropriate Dean, or Vice President.

International travel must be approved by the Provost or Vice President for the employee's unit.

These authorizations may not be sub-delegated further.

Please note that the criteria for travel requests has been expanded to include trips that relate directly to campus programs, including development activities.

RLC:ms

Attachment

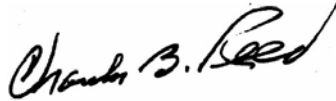
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**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**400 Golden Shore**  
**Long Beach, California 90802-4275**  
**(562) 985-2800**

**Date:** September 16, 1998

**To:** CSU Presidents

**From:** Charles B. Reed  
Chancellor



**Subject:** Delegation of Authority - Approval of Travel

**Supersedes:** Executive Order No. 156

I am transmitting a copy of Executive Order No. 688 which delegates authority to each president to sub-delegate authority to approve out-of-state and in-state travel requests.

Executive Order No. 688 changes Executive Order No. 156 as follows:

- The authority of presidents to sub-delegate authority is not limited to delegation to a single officer at the vice president or dean level.
- Only international travel for presidents needs to be approved by the chancellor or the executive vice chancellor in advance, not domestic travel.
- Criteria for travel requests have been expanded to include trips that relate directly to campus programs including development activities and objectives.
- Presidents no longer need to certify to the chancellor actions taken with respect to campus travel requests.

In accordance with the policy of The California State University, the campus president has the responsibility for implementing Executive Orders where applicable and for maintaining the campus repository and index for all Executive Orders.

CBR/lb

Attachment

**Distribution:**

Vice Presidents, Academic Affairs  
Presidents, Administration  
Chancellor's Office Staff

THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802-4275  
(562) 985-2800

Executive Order No. 688

Title: Delegation of Authority - Approval of Travel Requests

Effective Date: September 16; 1998

Supersedes: **Executive Order No. 156**

This Executive Order is issued pursuant to Education Code Section 89753(c) and Standing Orders of the Board of Trustees Chapter III, Sections No. 2 and 4-e. It supersedes Executive Order No. 156 which delegated authority to the presidents of The California State University to approve out-of-state and in-state travel requests for campus personnel. Effective this date, the president may further sub-delegate authority to approve these transactions.

Actions taken by the president or designees are subject to the following requirements:

1. Presidents' international travel must be approved prior to departure by either the chancellor or the executive vice chancellor. Presidents' domestic travel need not be submitted for approval.
2. If the president sub-delegates authority to approve in-state and out-of-state travel requests, the president shall remain responsible for approval of the travel.
3. At least one of the following criteria shall apply in approving requests:
  - a. A trip is certified by the president or designees to be essential to campus operations;
  - b. The trip relates directly to campus programs including development activities and objectives;
  - c. The trip is to a meeting of a professional association or society to deliver a paper, to serve as moderator or group leader, to serve on a panel, or to fulfill obligations as an association or society officer,
  - d. The trip has as its primary purpose recruitment of faculty and administrative personnel.
4. The travel must conform to the requirements of the law including, but not limited to, the rules and policies of the Trustees of The California State University

Date: September 16, 1998



Charles B. Reed Chancellor