Date: September 8, 1977

To: Presidents

From: Harry Harmon
Executive Vice Chancellor

Subject: Delegation of Authority – Approval of Out-of-State and In-State Travel Requests
Executive Order No. 156 (Reissue)

I am transmitting to you a copy of Executive Order No. 156 which was issued July 31, 1972. It delegates authority to each President to approve out-of-state and in-state travel requests. A form for annual certification of actions taken pursuant to this delegation is sent annually by the Division of Academic Affairs.

The only change is in the attached notification to the State Controller of persons authorized to approve travel requests. This has been revised to remove the name of the previous Executive Vice Chancellor.

It is your responsibility as President to continue to implement Executive Order No. 156 where applicable. When appropriate, sub-delegations should be sent to this office to reflect current operations.

Your office should maintain the campus repository and index for all Executive Orders.

Attachments

Distribution: Vice Presidents, Academic Affairs
Vice Presidents, Administrative Affairs
Business Managers
Chancellor's Staff
Executive Order No. 156

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802

Executive Order No.: 156
Title: Delegation of Authority – Approval of Out-of-State and In-State Travel Requests
Effective Date: July 31, 1972
Supersedes: None

This Executive Order is issued pursuant to Education Code Section 23617, Chapter III, Section 1, and 4-c of the Standing Orders of the Board of Trustees of The California State University and Colleges; and Title 2, Division 2, Chapter 1, Article 8 of the California Administrative Code.

Effective this date, authority is hereby delegated to the Presidents of The California State University and Colleges to approve out-of-state and in-state travel requests for personnel on their respective campuses. The President may further sub-delegate his authority to a single officer at the Vice President or Dean level to approve the transactions previously noted.

Actions taken by the President or his designee are subject to the following exception and requirements.

1. Presidents’ out-of-state travel must be approved by either the Chancellor or the Executive Vice Chancellor.

2. If the President sub-delegates authority to approve travel requests, he shall remain responsible for approval of travel, in-state and out-of-state, by the officer to whom he sub-delegates this authority.

3. At least one of the following criteria shall apply in approving requests for out-of-state travel:
   a. The trip is certified by the President or his designee to be essential to the normal operation of the campus;
   b. 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 officer in the association or society;
   c. The trip has as its primary purpose the recruitment of faculty or administrative personnel.

4. Each President is responsible for ensuring that the total cost of General Fund supported out-of-state and in-state travel which is approved does not exceed the amount budgeted to his campus for this purpose.
Executive Order No. 156

5. The travel must conform to the requirements of the law including, but not limited to, the rules and regulations of the Trustees of The California State University and Colleges.

6. The President shall annually certify to the Chancellor actions taken with respect to such travel requests.

Glenn S. Dumke, Chancellor

Date: July 31, 1972
Delegation of Authority — Approval of Out-of-State 
and In-State Travel Requests 
Executive Order No. 156

Campus ________________________________________________

President ____________________________________________

Sub-Delegation:

Name ________________________________________________

Title ________________________________________________

Honorable State Controller:

Pursuant to Executive Order No. 156, issued by the Chancellor on July 31, 1972, the above 
signature(s) should be honored as authorized to approve the Trustees' out-of-state and in-state travel 
requests from ____________________________________________.

(Name of Institution)

Presidents' travel must be approved by the Chancellor or the Executive Vice Chancellor.

___________________________________________
Harry Harmon
Executive Vice Chancellor
THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
Office of the Chancellor  
5670 Wilshire Boulevard  
Los Angeles, California 90036  

July 31, 1972

To: Presidents

From: Glenn S. Dumke  
Chancellor  

Subject: Delegation of Authority - Approval of Out-of-State and In-State Travel Requests  
Executive Order No. 156

I am transmitting to you a copy of Executive Order No. 156, which delegates authority to each President to approve out-of-state and in-state travel requests. A form for annual certification of actions taken pursuant to this delegation will be forwarded at a later time.

The attached notification to the State Controller of persons authorized to approve travel requests should be returned to this office without fail by Friday, August 18, 1972.

GSD:ds

cc: Vice Presidents for Academic Affairs  
Vice Presidents for Administrative Affairs  
Business Managers  
Chancellor's Staff
Delegation of Authority - Approval of Out-of-State and In-State Travel Requests

This Executive Order is issued pursuant to Education Code Section 23617, Chapter III, Section 1, and 4-e of the Standing Orders of the Board of Trustees of The California State University and Colleges; and Title 2, Division 2, Chapter 1, Article 8 of the California Administrative Code.

Effective this date, authority is hereby delegated to the presidents of The California State University and Colleges to approve out-of-state and in-state travel requests for personnel on their respective campuses. The President may further sub-delegate his authority to a single officer at the Vice President or Dean level to approve the transactions previously noted.

Actions taken by the President or his designee are subject to the following exception and requirements.

1. Presidents' out-of-state travel must be approved by either the Chancellor or the Executive Vice Chancellor.

2. If the President sub-delegates authority to approve travel requests, he shall remain responsible for approval of travel, in-state and out-of-state, by the officer to whom he sub-delegates this authority.

3. At least one of the following criteria shall apply in approving requests for out-of-state travel:
   a. The trip is certified by the President or his designee to be essential to the normal operation of the campus;
   b. 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 officer in the association or society;
   c. The trip has as its primary purpose the recruitment of faculty or administrative personnel.

4. Each President is responsible for ensuring that the total cost of General Fund supported out-of-state and in-state travel which is approved does not exceed the amount budgeted to his campus for this purpose.
5. The travel must conform to the requirements of the law including, but not limited to, the rules and regulations of the Trustees of The California State University and Colleges.

6. The President shall annually certify to the Chancellor actions taken with respect to such travel requests.

Dated: July 31, 1972

Glenn S. Dumke, Chancellor

No. 156: Delegation of Authority - Out-of-State and In-State Travel Requests
Delegation of Authority - Approval of Out-of-State and In-State Travel Requests

Executive Order No. 156

Campus

President

Sub-Delegation:

Name

Title

Honorable State Controller:

Pursuant to Executive Order No. 156, issued by the Chancellor on __________________, the above signatures should be honored as approving for the Trustees out-of-state and in-state travel requests from __________________. (Name of Institution)

Presidents' travel must be approved by the Chancellor or the Executive Vice Chancellor.

H. E. Brakebill
Executive Vice Chancellor