|  |  |
| --- | --- |
|  | PROVOST’S TRANSMITTAL FORM (place on top)* **Signature Matrix and AA guidelines, resources, and links are at the PAR Website:** [**https://www.csusm.edu/par/resource\_operations/index.html**](https://www.csusm.edu/par/resource_operations/index.html)
* **Print on yellow paper; NO staples; include ‘sign here’ stickers on right side**
* **Items can take up to 10 Business days to process; international travel requires additional time SUBMIT 10 business days in advance for Domestic, 30 days (45 for high hazard) in advance for International – include after the fact memo if late submission (template on the PAR website)**
* **Submit with documents IN ORDER (see PAR website) to Provost’s Office**
 |

Provost Log # \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| ***DATE:*** Click or tap to enter a date. ***STAFF Contact Name:***  Click or tap here to enter text. ***UNIT:***  Choose an item. ***Staff Phone Extension:*** Click or tap here to enter text. ***If returned, we will notify Staff, Unit Lead Analyst and/or MPP.***  | **SIGNATURE APPROVALS NEEDED** **check all that apply:**[ ]  **President** [ ]  **Provost**[ ]  **Vice Provost**  |

|  |  |
| --- | --- |
| ***Name on Document:***  Click or tap here to enter text. | ***Brief Summary/Description of Documents (if travel include dates and location – must match ALL documents)***Click or tap here to enter text. |
| ***Document Type:*** Choose an item.  |
| ***Budgetary Impact:*** Choose an item. |
| ***Funding Source:*** Choose an item. |
| ***Amount Current FY: $***  *0*  |
| ***Amount Next FY: $***  *0*  |

**PROVOST OFFICE USE ONLY:** Reviewed by (Initials) \_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  ***RETURN - Due to missing/incorrect information: SEE*** [***PAR***](https://www.csusm.edu/par/resource_operations/index.html) ***WEBSITE***\_\_\_\_\_ FUNDING Amount, Chart-field, or Approval Signature \_\_\_\_\_ Signatures **WET** (MPP, Dean/Del. Assoc. Dean, Funding approval, Faculty, etc.) **Dean/delegate of** **Unit must sign all travel requests within unit regardless of funding source.**\_\_\_\_\_ After-the-Fact Memo – TRAVEL (Template on PAR website) \_\_\_\_\_ PERSONNEL – Justification for hire form\_\_\_\_\_ Back Up Documentation (Event Verification behind request, Receipts, etc.)\_\_\_\_\_ International Travel (STEP, Emergency Contact (# ‘on file’), Lodging/Itinerary,  Security Measures taken, etc.)\_\_\_\_\_ [Defensive Driving](https://www.csusm.edu/shs/defensivedrivers/index.html) Cert Expiration Date or Waiver MUST HAVE CURRENT DATES\_\_\_\_\_ Formatting / Incorrect Form used\_\_\_\_\_ Missing Delegation of Authority\_\_\_\_\_ Returned - Provost approval not required or not approved\_\_\_\_\_ OTHER:**PLEASE USE ORIGINAL TRANSMITTAL FORM WHEN RESUBMITTING CORRECTED DOCUMENTS** | Date Stamp: |
| ***RETURN - Additional explanation:*** |
| **Provost Office Internal Comments:****Date contacted for Pick up:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

Provost VPAA/Resource Operations\_rev03/13/19mr