

CSU, Chico Travel Approval Authorization

As of **July2020**

Division – Business and Finance

Approving Authority – Vice President, Ann Sherman

The following individuals are designated to approve travel requests. Approvers are expected to attend a Concur travel training offered by Financial Services through CSU Learn.

Department	Travel Request Approval	Position/Title
Facilities Management Services	Michael Guzzi	AVP of FMS
Financial Services	Stacie Corona	AVP of Financial Services
Human Resources Service Center	Sheryl Woodward	AVP of Staff Human Resources
Staff Council	Ann Sherman	Vice President for Business & Finance/CFO
University Budget & Operations Business Info Tech Svcs Business Services Environmental Health & Safety Risk Management University Budget	Jeni Kitchell	AVP of Budget & Operations
University Police	Ann Sherman	Vice President for Business & Finance/CFO
VPBF	Ann Sherman	Vice President for Business & Finance/CFO

- Chief Financial Officer (VP for Business and Finance) must approve President's travel.

Contact Accounts Payable through [TeamDynamix](#) service "Approval Workflow Questions" with any inquiries or update requests