

Step 1: Submit a One-Time Travel Exception form and get it signed and approved by the following people. Template found on DocuSign.

This is the signature chain to enter in Docusign.

- 1) Student (the traveler) [needs to sign]
- 2) Carmen Domingo [needs to sign]
- 3) Eddy Quijada [can edit]
- 4) Megumi Fuse/Ray Esquerra/or name of Program Director [needs to sign]
- 5) Michael Scott [needs to sign]
- 6) Office of the Provost (no need to add anybody specific; they will assign to Amy Sueyoshi)
- 7) Cindy Tieu-Nguyen [receives a copy]

→ PLEASE USE THE SAME LANGUAGE BELOW.



FISCAL AFFAIRS  
ACCOUNTS PAYABLE

RESET

AUTHORIZATION FOR ONE-TIME EXCEPTION  
TO THE TRAVEL POLICY

Name of the individual on whose behalf the exception is sought:

[student name]

Nature of Exception

Cost exceeds maximum rate by:

Other deviation from the Policy (specify)

The state of California restricts funding for business ventures to Texas. [student's name] is grant funded and is supported by the [explicitly write out grant name- ex: NIH BRIDGE, NSF STC CCC] grant.

Justification for exception

Explain below why the higher cost or other deviation from the policy is necessary to achieve the University business purpose.

AB 1887 Exception: to participate in meetings or training required by a grant or required to maintain grant funding. The student's principal investigator states that this conference best aligns with [student's name] current research interests and attending this conference will help him maintain his grant funding.

Provost / Vice President's Approval

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

President Wong's Approval (Required if the exception exceeds \$250 per trip)

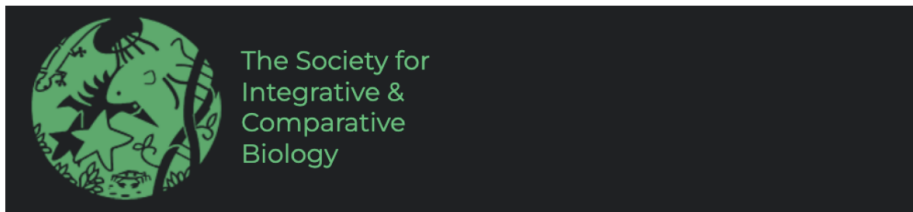
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

→ Where to include the signatures on the page.

<p>DocuSigned by: <i>Leonardo Rodriguez</i> D6822B444DD8412...</p> <p><b>Requestor's Signature</b></p>	<p>08/30/2022   1:58 PM PDT</p>	
<p><b>4. Vice President / Provost's Approval</b></p> <p>Amy Sueyoshi</p> <p><b>Approver's Name</b></p>	<p><b>Date</b> Carmen Domingo 09/14/2022   1:36 PM PDT B3A09FB5917A4A6...</p> <p><b>Division</b></p>	<p>Michael Scott</p> <p>DocuSigned by: <i>Michael Scott</i> 3CF9D99DBD4C45A... 09/20/2022   8:5</p>

Step 1a: Attach a conference/meeting agenda. A PDF of the meeting schedule or a screenshot of the agenda...something that describes the conference with the dates and location visible.



Dear Colleagues, We are pleased to share information for SICB's 2023 annual conference! The in-person conference will be held from January 3-7 at the JW Marriott in Austin Texas. There is a super line-up of symposia for 2023 – you can check them out here. SICB+ will also be continuing and more information will be shared soon. Details about the program will be growing quickly through the summer and fall and added to this site.

Speaking of the site, this year abstract submission and the meeting platform for the schedule and other conference information are being run on X-CD (Exceed). Their well-regarded and intuitive system should be a good match for SICB's conference needs; we will look forward to your input during the coming months.

Best wishes for a fun and science-filled summer! Melina

Melina Hale  
SICB President

### SICB 2023 at a glance

The Abstract Submission Deadline for SICB 2023 and SICB+ Has Passed

In-person (SICB): Austin, TX, January 3-7, 2023 at [JW Marriott](#)  
Virtual (SICB+): opens January 16, 2023

To make your personal meeting profile click [here](#). Detailed information about the abstract submission process can be found [here](#). Important details to know in advance:

- Welcome
- About
- Program
- SICB+
- Registration
- Hotel/Travel
- Students
- COVID-19
- Exhibitors/Sponsors
- Presentation

You can find the meeting agendas on the meeting website. Please download the FULL agenda.

Step 2: After One-Time Travel Authorization gets fully approved by everyone (including the Provost), proceed to submit a **RAT form via Concur**.

-Reimbursements of any kind cannot happen unless a RAT is fully approved.

-Airfare and hotel bookings can begin AFTER the RAT form has been fully approved.

PIs, please submit the Request to Travel via Concur for your student. If your student needs to be added to the Concur system, please contact Amanda Tobias ([amandag@sfsu.edu](mailto:amandag@sfsu.edu)).