
Sonoma State University <updates@sonoma.edu>

Fri, Sep 6, 2019 at 2:29 PM

To: All-Employees <all-employees@lists.sonoma.edu>, All-Seawolves <all-seawolves@lists.sonoma.edu>



Sept. 6, 2019

TO: Campus Community
FR: Administration and Finance
RE: Updates from Administration and Finance

Dear Campus Community,

As we begin a new academic and fiscal year, the Administration and Finance leadership team would like to remind you of some important policies and apprise you of some recent changes.

Travel Ban to states with discriminatory laws

Sonoma State University is fully committed to the principles underlying the California State Legislature-approved travel ban to states with discriminatory laws ([Prohibition on State-Funded and State Sponsored Travel to States with Discriminatory Laws AB 1887](#)). Therefore, travel to banned states is not allowed regardless of fund source, unless it meets one of the exceptions outlined in AB 1887 or is deemed absolutely essential and has been pre-approved by the vice president of the employee's respective division (e.g., all faculty requests shall go to the dean and then to the provost for final approval). All travel to a restricted state requires prior documented approval. No state funds can be used to pay for travel to banned states. Faculty and staff may feel they have a compelling reason to request travel authorization to a banned state. In such cases, the justification must be provided as part of a travel authorization submitted well in advance of the proposed travel dates. As a reminder, all faculty travel requires a travel authorization, and all authorizations are subject to approval.

2019/20 Budget Plan now online

As we begin a new fiscal year, the University Budget and Planning Office is putting the finishing touches on the 2019/2020 Budget Plan. This year, our office will be utilizing a new reporting dashboard called OpenBook. This dashboard allows for a more interactive and user-friendly experience with multiple view options and drilling capabilities. Please visit the [University Budget and Planning Office website](#) to find a link to OpenBook as well as some helpful guides on navigating this new dashboard.

We hope that OpenBook will be helpful to you in understanding the university budget. For questions, please contact the university Budget and Planning Office at budget@sonoma.edu.