



Approval of Virtual Participation in Lieu of Physical Travel

IRA Funded Activities



This document creates blanket authorization for duly registered CSUF members to participate in IRA-funded activities that were funded as travel but are being held virtually. Permission extends through June 30, 2021 only. If physical travel is taking place, the normal travel procedures and approvals are still required. This form grants approval for participation but all CSUF members remain responsible for their own behavior and comportment and must uphold all standards, including those articulated in the student code of conduct. Approval granted below is intended to cover all normal aspects of an activity and spans multiple events where appropriate to the program. All CSUF student participants must be enrolled in the course linked to the IRA program.

Name and code of IRA program: _____

CSUF course associated with the IRA program: _____

Name of main contact: _____

Phone number and CSUF email of main contact: _____

Name of all other CSUF employees and volunteers who supervise, manage, or coach in the program:

Name of all CSUF students who will or may participate in activities or events:

List any known events:

Name of event(s)	New Date(s)	Short description of new travel	Short description of original travel

Request for Line Item Transfer (if applicable)

Line item transfers are required if the program director/faculty are requesting to utilized funds designated in their IRA application from one line item to a different line item for a different purpose.

Account(s) to Transfer From:

Account #	Current Budget Amount*	Transfer Amount	Revised Budget Amount

Account(s) to Transfer To:

Account #	Current Budget Amount*	Transfer Amount	Revised Budget Amount

NOTE: Request Only Even Dollar Amounts to be transferred.

Amounts over \$1,000 must be approved by the IRA Committee.

Send Form to IRA Funding at irafunding@fullerton.edu.

*Current budget amount should be entered here. However, if other transfers have occurred, contact the ASI Financial Services Office (x2404) for the current amount.

Signature of program Director: _____

Signature of department Chair: _____

Signature of college Dean: _____