

How to access Access & Submit the T1/T2 Form Guide

All SDSU employees have access to Adobe Sign, which allows them to access forms and workflows. Please follow the steps below to learn how to access the different T1/T2 forms via Adobe Sign Workflows.

 ***If you are a new employee please make sure to submit an IT ServiceNow ticket to have Adobe Sign activated.***

Step 1:

Log into Adobe Sign by using this URL:
<https://esign.sdsu.edu>



Sign in

New user? [Create an account](#)

Email address

[Continue](#)

Or

 [Continue with Google](#)

 [Continue with Facebook](#)

 [Continue with Apple](#)

[Get help signing in](#)

Step 2:

Select the **Start from Library** button from the home page in Adobe Sign

Welcome, Noemi

0 IN PROGRESS

0 WAITING FOR YOU

 EVENTS AND ALERTS



Send a document for signature

Request e-signatures on a new agreement, or start from your library of templates and workflows.

[Request e-signatures](#)

[Start from library](#)

Do more with Acrobat Sign



Fill and sign a document



Publish a web form



Send in bulk



Create a reusable template



Manage and track all agreements



Enhance your account

Step 3:

Select **Workflows** from the left-hand column & **Search** for T1/T2 to find the forms available

Start from library

Library

Recent Templates

Templates

Workflows

Power Automate

x P2P - T2

Name	Last Modified
Account Workflows	
P2P - T2 Domestic (AA/SACD only)	11/20/2023
P2P - T2 Domestic (Non-AA/SACD)	11/20/2023
P2P - T2 International (AA/SACD only)	11/20/2023
P2P - T2 International (Non-AA/SACD)	11/20/2023

Cancel

Start

Step 4:

Find the T1/T2 form that is needed for your type of travel & select **Start**

Start from library

Library

Recent Templates

Templates

Workflows

Power Automate

x P2P - T2

Name	Last Modified
Account Workflows	
P2P - T2 Domestic (AA/SACD only)	11/20/2023
P2P - T2 Domestic (Non-AA/SACD)	11/20/2023
P2P - T2 International (AA/SACD only)	11/20/2023
P2P - T2 International (Non-AA/SACD)	11/20/2023

Cancel

Start

Please refer to the matrix provided to learn more on the different types of T1/T2 forms

T1/T2 Travel Authorization Form - DOMESTIC (All Employees EXCEPT AA & SACD)	T1/T2 Travel Authorization Form - DOMESTIC (AA & SACD Employees ONLY)	T1/T2 Travel Authorization Form - INTERNATIONAL (All Employees EXCEPT AA & SACD)	T1/T2 Travel Authorization Form - INTERNATIONAL (AA & SACD Employees ONLY)
<ul style="list-style-type: none"> - For all employees, EXCEPT those in Academic Affairs (AA) or Student Affairs & Campus Diversity (SACD) - When using campus funds for domestic travel - Requires approval from the traveler's HR supervisor of record 	<ul style="list-style-type: none"> - For Academic Affairs (AA) and Student Affairs & Campus Diversity (SACD) ONLY -When using campus funds for domestic travel - Requires approval from the traveler's HR supervisor of record and the Dean/AVP 	<ul style="list-style-type: none"> - For all employees, EXCEPT those in Academic Affairs (AA) or Student Affairs & Campus Diversity (SACD) - When using campus funds for international travel - Requires approval from the traveler's HR supervisor of record 	<ul style="list-style-type: none"> -For Academic Affairs (AA) and Student Affairs & Campus Diversity (SACD) ONLY -When using campus funds for international travel - Requires approval from the traveler's HR supervisor of record and the Dean/AVP

Step 5:

Enter the **email addresses** required under the Recipients section and complete any necessary fields

P2P - T2 Domestic (Non-AA/SACD)

How this workflow works?
Workflow for T2 Domestic:

Send from: BFA (Primary Group) more v

Recipients

Preparer*

Myself ✉ Email

Traveler*

Enter recipient email ✉ Email

Supervisor of Record*

Enter recipient email ✉ Email

FAH Approver*

Enter recipient email ✉ Email

AP Travel*

sdsuaptravel@sdsu.edu ✉ Email

CC | Hide

Cc

Enter CC's emails

Document Name *

P2P - T2 Domestic (signers: Preparer, Traveler, TAD, A/P)

Message *

Please Sign T2. Instructions for Signers. 1. Traveler review T2, fill out addition info if needed, then sign. > route to Supervisor. 2. Supervisor review T2, fill out addition info if needed, then sign. > route to Supervisor. 3. TAD review T2, then sign. > route to A/P. 4. A/P review T2, then sign and process. > End Completed Signed T2 will automatically be sent to all parties to the agreement.

Files

SDSU - T1/T2 Domestic - All Employees EXCEPT AA & SACD (this with no AVP approval required) *

SDSU - T1/T2 Domestic - All Employees EXCEPT AA & SACD (this with no AVP approval required)

Send

Step 6:

Select the **Send** button to submit the form

P2P - T2 Domestic (Non-AA/SACD)

How this workflow works?
Workflow for T2 Domestic:

Send from: BFA (Primary Group) more v

Recipients

Preparer*

 Myself ✉ v Email

Traveler*

 Enter recipient email ✉ v Email

Supervisor of Record*

 Enter recipient email ✉ v Email

FAH Approver*

 Enter recipient email ✉ v Email

AP Travel*

 sdsuaptravel@sdsu.edu ✉ v Email

CC | Hide

Cc

Enter CC's emails

Document Name*

P2P - T2 Domestic (signers: Preparer, Traveler, TAD, A/P)

Message*

Please Sign T2. Instructions for Signers. 1. Traveler review T2, fill out addition info if needed, then sign. > route to Supervisor. 2. Supervisor review T2, fill out addition info if needed, then sign. > route to Supervisor. 3. TAD review T2, then sign. > route to A/P. 4. A/P review T2, then sign and process. > End Completed Signed T2 will automatically be sent to all parties to the agreement.

Files

SDSU - T1/T2 Domestic - All Employees EXCEPT AA & SACD (this with no AVP approval required) *		SDSU - T1/T2 Domestic - All Employees EXCEPT AA & SACD (this with no AVP approval required)
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Send