

SDSU EMPLOYEE DOMESTIC TRAVEL

THIS SECTION ONLY APPLIES TO SDSU
EMPLOYEES WHO ARE USING STATE FUNDS TO
TRAVEL ON UNIVERSITY BUSINESS

01

REVIEW CSU & SDSU POLICIES

Review CSU Travel Policy and the SDSU Travel Policy to ensure you are aware of the requirements of the policy

02

SUBMIT CONCUR TRAVEL REQUEST

Submit Concur Travel Request in order to get approval for Travel from FAH and Supervisor.

03

BOOK TRAVEL

Once Concur Travel Request is approved, travelers can book travel

04

SUBMIT EXPENSE REPORT AFTER TRAVEL

After travel, submit expense report through Concur. This report MUST be submitted no later than 30 days after travel end date.

***FOR MORE INFORMATION VISIT THE SDSU
P2P WEBSITE***