

SDSU EMPLOYEE INTERNATIONAL 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

COMPLETE TRAVEL REGISTRY

Complete Travel Registry through the International Affairs website in order to get approval for international travel

03

SUBMIT CONCUR TRAVEL REQUEST

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

04

BOOK TRAVEL

Once Travel Registry and Concur Travel Request is approved, travelers can book travel

05

RECEIVE TRAVEL INSURANCE

Travel Insurance will be emailed within 2 weeks.
You cannot travel until you have received travel insurance.

06

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.