

SDSU GUEST INTERNATIONAL TRAVEL

THIS SECTION ONLY APPLIES TO SDSU GUESTS SUCH AS CONSULTANTS, CONTRACTORS, AND GUEST LECTURERS WHO USE STATE FUNDS TO TRAVEL ON UNIVERSITY BUSINESS AND DO NOT HAVE A RED ID AND/OR IS NOT REGISTERED WITH HR.

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 T2

SDSU host Department Representative must complete the T2 on behalf of the SDSU Guest. Must be submitted 45 days before travel.

**Domestic Guest Lecturers don't need a T2 or a TEC, instead the Domestic Guest Lecturer form will be required*

03

COMPLETE REQUIRED DOCUMENTATION

Complete the required documentation based on the type of Guest (if needed)

04

BOOK TRAVEL

Once T2 is completed & approved, traveler or hosting department representative can book travel

05

SUBMIT EXPENSE REPORT AFTER TRAVEL

After travel, SDSU host Department Coordinator will submit the TEC through AdobeSign

06

RECEIVE PAYMENT

SDSU Guest will receive a check once the Travel Expense Claim and supporting documents are approved