

# 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

Travelers may book their travel only after their Travel Registry and Concur Travel Request have been approved.

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.