SDSU GUEST INTERNATIONAL TRAVEL

THIS SECTION ONLY APPLIES TO SDSU GUEST 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 be a delegate to create a Travel Registry for the SDSU guest and if Travel Registry approved, complete the T2 on behalf of the Guest.

**Travel Registry and T2 should 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 the Guest (if needed)

04 BOOK TRAVEL

Once Travel Registry and T2 are completed and approved, traveler or hosting department representative can book travel.

SDSU Department Coordinator must ensure FTIP travel insurance is bound for the Guest.

05 SUBMIT EXPENSE REPORT AFTER TRAVEL

After travel, SDSU host Department Coordinator will submit the Travel Expense Claim through Adobesign

06 RECEIVE PAYMENT

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