

SDSU VOLUNTEER INTERNATIONAL TRAVEL

THIS SECTION BELOW ONLY APPLIES TO SDSU VOLUNTEERS OR IMMEDIATE PAY EMPLOYEES WHO USE STATE FUNDS TO TRAVEL ON UNIVERSITY BUSINESS, HAVE A RED ID, AND ARE REGISTERED WITH SDSU 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 TRAVEL REGISTRY

Complete Travel Registry and T2 (Adobe workflow) in order to get approval for international travel.

**Must be submitted 45 days before travel*

03

BOOK TRAVEL

Once Travel Registry and T2 are approved, travelers can book travel

04

RECEIVE TRAVEL INSURANCE

Travel Insurance will be emailed within 2 weeks.

**You cannot travel until you have received travel insurance.*

05

COMPLETE IEXPENSE OR TRAVEL EXPENSE CLAIM

Complete iExpense reconciliation in Oracle or the Travel Expense Claim within 60 days of return travel date

06

RECEIVE PAYMENT

SDSU Volunteer will receive a check or electronic payment (if they have signed up for direct deposit) once the Travel Expense Claim/iExpense and supporting documents are approved