

# 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 is 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