

# SDSU STUDENT DOMESTIC TRAVEL

**THE SECTION BELOW ONLY APPLIES TO SDSU STUDENTS WHO  
USE 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 T2

Complete T2 (Adobe Workflow) in order to get approval for travel.

*\* Must be submitted 45 days before travel*

03

## BOOK TRAVEL

Once T2 is approved, travelers can book travel

04

## COMPLETE TRAVEL EXPENSE CLAIM

Complete the Travel Expense Claim within 60 days of return travel date

05

## RECEIVE PAYMENT

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