

# SDSU STUDENT INTERNATIONAL 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 TRAVEL REGISTRY & T2

Complete Travel Registry & 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

## PURCHASE TRAVEL INSURANCE

Travel Insurance will need to be purchased. For more information contact SDSU International Affairs. Insurance is required before any traveling

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