

SDSU VOLUNTEER INTERNATIONAL TRAVEL

THE 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 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 & 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

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