

## SDSU TRAVEL MATRIX

### [Effective 1/1/2024]

<p><b>Domestic Travel</b> to the 48 contiguous states</p>	<p><b>Domestic Travel</b> to Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and possessions of the United States</p>	<p><b>INTERNATIONAL</b> International Travel</p>
<p><b>BEFORE TRAVEL -</b>  <b>Travel Authorization Form (T1/T2):</b></p> <ul style="list-style-type: none"> <li>• Must be submitted prior to travel arrangements.</li> <li>• Must be properly approved by all required parties.</li> </ul> <p><b>Travel Insurance:</b> <i>Not Required</i></p> <p><b>Transportation:</b>  <i>Rental Car</i> - Refer to <a href="#">University Enterprise Rent-A-Car's</a>  <i>Airfare</i> - Coach or Economy class shall be used</p>		<p><b>BEFORE TRAVEL -</b>  <b>Travel Authorization Form (T1/T2):</b></p> <ul style="list-style-type: none"> <li>• Must be submitted prior to travel arrangements.</li> <li>• Approved Department Supervisor and FAH signatures.</li> <li>• President or designee must approve</li> </ul> <p><b>Travel Insurance:</b> <i>Required</i> (Contact SDSU Risk Management)</p> <p><b>Transportation:</b>  <i>Rental Car</i> – N/A  <i>Airfare</i> - Coach or Economy class shall be used unless specific requirements are met</p>
<p><b>DURING TRAVEL –</b>  <b>Meals:</b> Published Federal Government Per Diem Specific to location.</p> <p><b>Lodging:</b> Actual lodging cost not to exceed \$275 per night.  Receipts required for out of pocket expenses of \$75 or more and for all CTC transactions.</p>	<p><b>DURING TRAVEL –</b>  <b>Meals:</b> Published Federal Government Per Diem Specific to location.</p> <p><b>Lodging:</b> Actual lodging cost not to exceed \$275 per night.  Receipts required for out of pocket expenses of \$75 or more and for all CTC transactions.</p>	<p><b>DURING TRAVEL –</b>  <b>Meals:</b> Published Federal Government Per Diem Specific to location.</p> <p><b>Lodging:</b> Published Federal Government Per Diem Specific to location.  No receipts required.</p>
<p style="text-align: center;"><b>Incidentals:</b> Incidentals up to \$7.00 per 24 hours (i.e. tips for room service, housekeeping, etc.)</p>		
<p><b>AFTER TRAVEL -</b></p> <ul style="list-style-type: none"> <li>• Submission of a Travel Expense Claim (TEC) within 60 days from return from travel.</li> <li>• Attach all receipts for out of pocket expenses of \$75 or more and for all CTC transactions.</li> <li>• Attach proof of payments and itemized receipts if applicable: Airfare, Hotel and/or Registration.</li> </ul>		

**Pro Tip:** *If you are traveling often please request a Corporate Travel Card (CTC) as this is the preferred method of payment for travel expenses. For more information on how to obtain a CTC please visit the P2P Corporate Travel Card section.*