

SDSU TRAVEL MATRIX

| <u>Domestic Travel</u> to the 48 contiguous states | <u>Domestic Travel</u> to Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands, and possessions of the United States | <u>INTERNATIONAL</u> International Travel |
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| <p>BEFORE TRAVEL -</p> <p>Travel Authorization Form (T1/T2):</p> <ul style="list-style-type: none"> • Must be submitted prior to travel arrangements. • Approved Department Supervisor and FAH signatures. <p>Travel Insurance: <i>Not Required</i></p> <p>Transportation: <i>Rental Car</i> - Refer to University Enterprise Rent-A-Car's <i>Airfare</i> - Coach or Economy class shall be used</p> | | <p>BEFORE TRAVEL -</p> <p>Travel Authorization Form (T1/T2):</p> <ul style="list-style-type: none"> • Must be submitted prior to travel arrangements. • Approved Department Supervisor and FAH signatures. • President or designee must approve <p>Travel Insurance: <i>Required</i> (Contact SDSU Risk Management)</p> <p>Transportation: <i>Rental Car</i> – N/A <i>Airfare</i> - Coach or Economy class shall be used unless specific requirements are met</p> |
| <p>DURING TRAVEL –</p> <p>Meals: Actual meal expenses up to \$55/calendar day plus actual incidental expenses up to \$7/calendar day. <i>This is not a per diem amount.</i></p> <p>Lodging: Actual lodging cost not to exceed \$275 per night. Receipts required for expenses of \$75 or for any CTC transaction.</p> | <p>DURING TRAVEL –</p> <p>Meals: Published Federal Government Per Diem Specific to location. No receipts required.</p> <p>Lodging: Actual lodging cost not to exceed \$275 per night. Receipts required for expenses of \$75 or for any CTC transaction.</p> | <p>DURING TRAVEL –</p> <p>Meals: Published Federal Government Per Diem Specific to location. No receipts required.</p> <p>Lodging: Published Federal Government Per Diem Specific to location. No receipts required.</p> |
| <p>Incidentals: Incidentals up to \$7.00 per 24 hours (i.e. tips for room service, housekeeping, etc.)</p> | | |
| <p>AFTER TRAVEL -</p> <ul style="list-style-type: none"> • Submission of a Travel Expense Claim (TEC) within 60 days from return from travel. • Attach all receipts \$75 or more. • Attach proof of payments and itemized receipts if applicable: Airfare, Hotel and/or Registration. | | |

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.