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## Travel Approval Reference
INTRODUCTION

This reference guide explains requirements for travel by Academic Affairs Division employees.

The travel approval process is done online, through Financial Transaction Services (FTS). Individuals who cannot log into FTS (such as students or auxiliary employees) must submit a paper Request for Approval of Travel.

For information on allowable expenses and other reimbursement related questions please check the SJSU Travel Guide.
GENERAL TRAVEL INFORMATION

Submitting a Travel Authorization
Approval for travel is required for every trip taken professionally or personally (only if occurring on a duty day – this applies only to Faculty). The request for approval of travel is done online, through FTS. Approval is not required for personal travel during approved vacation time, so long as it is entered in absence management.

Submitting Requests Sufficiently in Advance
Domestic travel requests should be submitted at least 2 weeks in advance of departure date.

International travel authorizations to countries not deemed high hazard must reach the Office of the President at least 30 days in advance of the departure date. It is recommended that international travel requests be submitted at least 45 days in advance in order to meet this deadline. Remember that Canada and Mexico are international.

Destinations deemed high hazard must reach the Office of the President at least 45 days in advance. Please see page 6 for more information on international travel deadlines.

Covering Classes
For faculty who travel on duty days, please be specific about how your classes will be covered. An acceptable alternative teaching/learning experience is required.

Final Examinations and Grading Period
The end-of-semester examination and grading period fall within faculty duty days. University policy AS 1640 requires faculty to have a culminating activity (such as a final examination or oral presentation) at the scheduled final examination time in each course. Travel during this period requires advance approval from the dean with a suitable plan to accommodate students during the regular and make-up examination periods. Approval must be sought before travel arrangements are made.

Estimating Expenses
When filling out a request for approval of travel, the traveler should be as realistic and accurate as possible. Reimbursements are allowed up to the preapproved amount. This ensures that only the allocated amount is spent on travel and that no deficit is incurred.

Student or Auxiliary Employee Travel
If you are a student or an employee of an auxiliary organization (Research Foundation, Tower Foundation, etc.) and cannot log in to FTS, you must submit a paper Request for Approval of Travel. Please note: if using Research Foundation or Tower Foundation’s Travel Approval form, please ensure the estimated expenses are listed and the Dean’s approval is included. Follow all rules and guidelines as set out for FTS users; include hardcopy versions of notes and attachments as instructed in this guide.
**Funding**

Travel can be supported through many different types of funds (Operating Fund, CERF, Trust, Auxiliary, etc.). However, the reason for the travel must align with the source of support. For example, if CERF funds are used, the travel must be for the support and development of self-support programs. Similarly, travel supported by Trust funds must be consistent with the purpose of the Trust fund.

**Personal Vehicle Travel**

If you are planning to use a personal vehicle for business travel, you are required to complete the [Authorization to Use Privately Owned Vehicles on State Business](#) form. Please note the form must be approved prior to travel and must be renewed annually. If you will be driving for business more than once a month, you must also attach certification of your completion of the appropriate [Defensive Driving Course](#). Defensive Driving Courses provide certification for 4 years only and must be renewed when expired.

For more information, please refer to the [SJSU Travel Guide](#) or Budget & Risk Management’s website on [Driving on University Business](#).

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**DOMESTIC TRAVEL**

**Maximum Lodging Rate**

Per CSU Travel Policy, the maximum lodging rate (excluding taxes) for in-state and out-of-state travel cannot exceed $275 per night. Hotel rates exceeding this amount must be explained/justified and be pre-approved by your Dean/AVP or by the Provost if you are a direct report (Dean/AVP). Please attach a copy of the approval to the Request for Authorization to Travel in FTS.

**Travel Advances**

SJSU does not give travel advances to individuals for domestic travel. In special circumstances, advances are given to those who are leading student groups domestically.

Please refer to the [SJSU Travel Guide](#) for more information on travel advances.

**Out of State Travel Restriction**

To comply with Assembly Bill 1887, SJSU and its auxiliaries are restricted from requiring employees to travel to certain states and are prohibited from using state and auxiliary funds for travel to these states. Please refer to the [SJSU Travel Guide](#) and the [Office of the Attorney General website](#) for additional information.
INTERNATIONAL TRAVEL

Travel Insurance
All university-related international travel must use Foreign Travel Insurance Program (FTIP) insurance. It is the responsibility of the traveler/funding source to cover mandatory insurance costs.

For university-funded travel, FTS will automatically forward the approved travel request to Risk Management in Finance to arrange travel insurance.

If Research or Tower Foundation funding is being used, please specify this in the travel request “Additional Details” box and a copy of the approved travel request will be sent to the appropriate contact to arrange travel insurance.

Submitting Requests Sufficiently in Advance
International travel authorizations to countries not deemed high hazard must reach the Office of the President at least 30 days in advance of the departure date. It is recommended that international travel requests be submitted at least 45 days in advance in order to meet this deadline.

International travel authorizations to high hazard countries must reach the Office of the President at least 45 days before the departure date. This will give 2 weeks to obtain President’s Office approval and Chancellor’s Office and Underwriter approval before the CSU-determined deadline of no less than 30 days prior to the departure date. The traveler must complete and attach the CSU’s High Hazard Foreign Travel Approval Request to their Travel Authorization request in FTS. Please see page 6 for more information on travel to high hazard countries.

Late Travel Requests
If the international travel request is submitted with less than 30 days’ notice for countries not deemed high hazard or with less than 45 days’ notice for high hazard countries, additional justification as to why the request is late will need to be included in the Travel Authorization. This does not guarantee approval. Only the Office of the President can grant exceptions for late international travel requests.
CHECKLIST FOR TRAVEL TO HIGH HAZARD COUNTRIES

Effective March 25, 2013, the Chancellor’s Office mandated new steps regarding international travel requests to high hazard countries. To ensure that all international travel authorizations to high hazard countries are submitted with the necessary paperwork, please complete the following steps:

1. **Determine if your international travel destination is considered high risk.**
   - Is the country listed on either of the following lists?
     - US Department of State Current Travel Warnings
     - CSU Risk Management’s High Hazardous Country List
   
   **IF YES:** You must complete Steps 2 and 3, in addition to completing and submitting your Travel Authorization per the SJSU Travel Guide and Academic Affairs Division Travel Guide.
   
   **IF NO:** Your travel destination is not currently considered high hazard.

2. **Complete the CSU’s High Hazard Foreign Travel Approval Request Form.**
   - The traveler must complete and upload a copy of the CSU’s High Hazard Foreign Travel Approval Request to their Travel Authorization request in FTS. The President’s signature is not required on this form. However, the upload of this document will be routed through the approval chain in FTS.

3. **Submit the Travel Authorization sufficiently in advance.**
   - Travel Authorizations to high hazard countries must arrive at the Office of the President at least **45 days** before the departure date. This will give 2 weeks to obtain President’s Office approval and Chancellor’s Office and Underwriter approval before the CSU-determined deadline of no less than 30 days prior to the departure date.
   
   If funding is based on an outside entity (i.e., grants or professional organizations), Travel Authorizations can be submitted before funding is secured, in order to meet the necessary 45 day advance deadline.
   
   For those who receive conference or award offers or acceptances too late to meet the advance deadline, please include the justification in the Travel Authorization. This does not guarantee approval. Only the Office of the President can grant exceptions for late international travel requests.
### SJSU Travel Policy

<table>
<thead>
<tr>
<th></th>
<th>Domestic</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Approved Travel Request required for travel reimbursement (including trips paid for by Tower or Research Foundation)</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Use CSU Operating Funds (70000)</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Use Trust Fund, Research or Tower Foundation Funds</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Travel insurance required for <strong>ALL</strong> university-related business travel (either through Risk Management or Research Foundation)</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>Complete funding information for travel insurance</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>Approval required by Chair or Supervisor</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Approval required by Dean or AVP</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Approval required by Provost</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>Approval required by President’s Office</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>Approval required by Chancellor’s Office*</td>
<td>NO</td>
<td><strong>VARIIES</strong></td>
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</table>

*Countries deemed “High Risk” by CSU or US Department of State

### INTERNATIONAL TRAVEL INSURANCE CONTACT INFORMATION

<table>
<thead>
<tr>
<th>SJSU Funds</th>
<th>Research Foundation Funds</th>
<th>Tower Foundation Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marla Perez</td>
<td>Norma Rossiter</td>
<td>Judy Kass</td>
</tr>
<tr>
<td>Assoc. University Risk Manager</td>
<td>Associate Director, Bus. Services 924-1418</td>
<td>Tower Foundation HR Director 924-1127</td>
</tr>
<tr>
<td>924-2159</td>
<td><a href="mailto:Norma.Rossiter@sjsu.edu">Norma.Rossiter@sjsu.edu</a></td>
<td><a href="mailto:Judy.Kass@sjsu.edu">Judy.Kass@sjsu.edu</a></td>
</tr>
<tr>
<td><a href="mailto:Marla.Perez@sjsu.edu">Marla.Perez@sjsu.edu</a></td>
<td></td>
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</tbody>
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Updated 1/6/17