Overview
SJSU Faculty and Staff have access to Financial Transaction Services (FTS). This guide is not for Research Foundation employees. This guide shows how to create a Travel Authorization in FTS when travel occurs on a duty day and Research Foundation funds will be used as the method of reimbursement for the travel expenses. Use FTS Travel Authorizations to request approval for domestic or international travel.

Requesters can fill out the Travel Authorization for the Traveler and save it; but only Travelers can submit their own Travel Authorization.

For more details on Travel Policies, view the Research Foundation Travel Policy (http://www.sjsufoundation.org).

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Travel Authorization Submission Guidelines
14 Days before Domestic Travel Departure Date
45 Days before International Travel Departure Date
60 Days before High Hazard International Travel Departure Date

Note: Travel Authorizations must be approved by the Research Foundation before making non-cancellable travel arrangements and before departing for the trip.
Creating a Travel Authorization
This section shows how to create a Travel Authorization in Financial Transaction Services (FTS).

Login to FTS.


2. At the SSO Login page, use your SJSUONE ID and password to login.

The Financial Transaction Services Main Menu displays.
The Travel section displays.

3. Click the Create New [+]
   icon next to Travel
   Authorization to create a
   new Travel Authorization.

The Travel Authorization
page displays.

The Travel Authorization page
has four sections:

- Header Information
- Trip Information
- Estimated Expenses
- Funding Source/
  Chartfields

Note: Asterisks (*) indicate
required fields
Header Information

The Header Information section displays.

1. Enter Traveler Home DeptID.

If you are the Traveler completing this form, the following fields default with your information:

- Requester Name
- Requester Phone
- Requester Email
- Traveler Email
- Employee ID Number
- Address (only visible to Traveler)

2. If you are the Requester completing this form for a Traveler, select More option.

*Note: Select the More option at any drop-down menu to search for User Preferences.*

The User Preferences search window opens.

3. Enter traveler’s last name in the criteria field, and then click the Search button.
The search results display.

4. Click the appropriate icon to select traveler’s name:
   - ☑️ Use the traveler’s name for this transaction only.
   - ☑️ Use the traveler’s name for this transaction and add it to your User Preferences List.

5. Select Yes or No to specify the Traveler's citizenship.

6. Select Traveler's University Affiliation:
   - Faculty
   - Staff
   - Student

If Faculty was selected:
How will classes/duties be handled in your absence? box displays.

7. Enter your answer to the question in the text box.
Trip Information

The Trip Information section displays.

1. Select Departure Date from the calendar.
2. Select the Return Date from the calendar.
3. Enter Destination:
   • Country
   • State
   • City
4. Enter the Purpose of the Trip.
5. Select a Travel Type:
   Travel Paid By Non-University Funds

6. Enter in Additional Trip Details, Research Foundation and the Research Foundation Account Number that will be used for travel expense reimbursement.

Example:
"Research Foundation 22-XXXX-XXXX"

Estimated Expenses
The Estimated Expenses section displays.

1. (Required) Estimate the following expenses:
   • Transportation
   • Registration/Tuition
   • Lodging
   • Meals
   • Other

FTS Travel Authorization and Expenses - SJSURF Accounts Payable (408) 924-1400
Attachments

1. Scroll to the bottom of the Travel Authorization page.

2. To attach documents (if needed); such as the High Hazard form click the Upload Attachment(s) button.

*The Select file(s) window opens.*

3. Navigate to the file you wish to attach, and then click the Save (or Open) button.

*The Related Files section displays the attached file(s).*

Note: The voucher number is automatically added to the file name.

4. Repeat this step to attach as many files as needed.
Submit for Approval

The voucher displays

1. When ready, scroll to the bottom of the Travel Authorization page, and then click the Submit button.

The Status changes to Pending Approval.

Traveler receives email confirmation.

The first level of Reviewer/Approver in the Approval Structure receives an email notification.
Once the Travel Authorization is approved by the final level of Approver, the Status changes to Distributed.

Traveler receives email notification of approval and of the Travel Reimbursement to be completed upon return.

Note: Your travel is **not yet approved** by the Research Foundation at this point. You must follow the remaining steps on the following pages.
1. Scroll to the bottom of the page and click the Print button.

2. Save the approved FTS Travel Authorization as a PDF document.

Make sure the PDF document contains the following FTS screens:

- Request for Authorization to Travel
- Header Information
- Trip Information
- Estimated Expenses

3. Verify that your Research Foundation Authorized Account Signer has approved your FTS request. If your Authorized Account Signer did not approve your FTS request then stop here.

Obtain your Authorized Account Signer’s signature on a print out of your approved FTS request before following the remainder of the instructions.
3. Email the saved PDF document as an attachment to your Research Foundation Analyst.

![Approved FTS Travel Request]

Dear Research Foundation Analyst,
I've attached my approved FTS travel request for your review.

Thanks,
SJSU Faculty or Staff Member

![Approved FTS Request.pdf (83K)]

4. The Research Foundation will review your travel request.

When your travel has been approved you will receive an email from the Research Foundation Accounts Payable Office.

![Approved Research Foundation Travel Request]

Dear Traveler,
Your travel request to Washington D.C. with 9/21/14-9/28/14 travel dates has been approved. Your requisition number for this trip is TR123456. Please write this number on your Travel Expense Claim form when turning in your travel expenses.

Thanks,
Research Foundation Accounts Payable
Creating a CSU High Hazard Travel Request
This section shows how to create a High Hazard request on the CSU website.

In order to determine if your travel destination is high hazard you must check both the
U.S. Passport and International Travel website
CSU Systemwide Risk Management and Public Safety website.

If your travel destination is on either one of the above websites you must following these instructions.
and the High Hazardous Country List on the

Login to the CSU website.

1. Go to the CSU website
   (https://csyou.calstate.edu/Tools/high-hazard-travel/Pages/default.aspx)

2. Select San Jose as your campus.

3. At the SSO Login page, use your SJSUONE ID and password to login.
The CSU High Hazard form displays.

4. Enter the required information.

5. Scroll to the bottom of the CSU High Hazard page.

6. To attach documents (if needed); click the **Upload Attachment(s)** button.

   *The Choose file(s) window opens.*

7. Navigate to the file you wish to attach, and then click the **Attach** button.

8. Repeat this step to attach as many files as needed.
Submit to CSU for Approval

1. When ready, scroll to the bottom of the CSU High Hazard page, and then click the Submit button.

2. Print out a copy of the form you submit.

3. Scan the form and save as a PDF document. You can also print the form to a PDF document if your software has this function.

*Note: You must attach this PDF to your FTS Travel Authorization.*

4. Refer to the FTS Attachment instructions and follow the remaining steps to obtain approval in FTS.
Travel Expense Claim Reimbursement
This section shows how to request a travel expense reimbursement from the Research Foundation.

1. Go to [the Research Foundation](http://www.sjsufoundation.org) website.

2. At the form page, save a copy of Travel Expense Claim form.

3. Enter the traveler information.

   **Note:** The trip requisition number is the trip requisition number that was emailed to you by the Research Foundation Accounts Payable office.

4. Enter the travel expense information.

5. Enter the amount of any Prepaid Expenses and/or the amount of Travel Advance received for the trip.
6. Enter notes as necessary to explain anything pertinent to the expense claim reimbursement request.

7. The traveler, authorized account signers, and direct supervisor if not the authorized account signer must sign the request.

8. Save and print a copy of the completed Travel Expense Claim form.

9. Attach the original copy of the trip approval to the Travel Expense Claim form.

10. Attach all original receipts to the Travel Expense Claim form and send through intercampus mail to the Research Foundation at Ext. Zip 0139

11. After approved, a check will be delivered to the traveler by the method of delivery selected on the Travel Expense Claim form.