

Tower Foundation
One Washington Square
San Jose, CA 95192-0183
408-924-1779

Request for Travel Approval

This form must be completed prior to any university related travel by Auxiliary employees. Fill out the form in its entirety and obtain necessary approval. For SJSU employees, please submit a Travel Authorization request online in [FTS](#).
Traveler is responsible for complying with Tower Foundation [Travel Policy](#).

I. Department

Tower Account Number: _____ Department: _____
Contact Name: _____ Campus Phone Number: _____

II. Traveler Information

Name: _____ Job Title: _____
Campus Phone Number: _____

III. Trip Information

Destination: Within the USA
City and State: _____
 International Travel *(Must be approved 30 days prior to travel. Refer to section V for additional requirements.)*
Country: _____
Travel Dates: _____
Purpose of Travel: _____

IV. Authorization Signatures

Traveler: _____ Date: _____
Supervisor/Department Chair: _____ Date: _____
Vice President/Provost ¹: _____ Date: _____
President ¹: _____ Date: _____

V. For International Travel Only

Insurance is required for SJSU employees on international travel. For more information, please contact the Risk & Compliance Manager in the [Budget and Risk Management Office](#).

This travel is part of a faculty-led program or a study abroad program where travel insurance is included in the program.

¹ Required for international travel