

Travel Authorization Instructions

All travel must be approved prior to booking any travel arrangements. To assist in obtaining the required approvals using Research Foundation Funds, the '[Request for Approval of Travel](#)' form has been updated.

Approval steps are shown below:

1) Who should use this form?

- Students.
- Project Participants: An individual whose travel is being paid for by a Research Foundation contract, grant, or program and is not a Research Foundation employee, consultant, SJSU faculty, staff, or student.
- SJSU faculty and staff traveling on funds provided through the Research Foundation.

2) How do I submit the form?

- Project participants, students, faculty, and staff WITHOUT Workday access should submit the approved form to Foundation-Travel-Desk@sjsu.edu. International travel requests must also copy the Research Foundation risk manager (Michael.lok@sjsu.edu) to obtain travel insurance.
- SJSU faculty, staff, and students who have access to Workday are required to attach the approved form to a Spend Authorization request in Workday and submit.

For more detailed information regarding approvals, please review section 5 of the [Travel policy](#).