

# Travel Authorization/Reimbursement Request Checklist

**You will need to complete a travel authorization if one or more of the following is true:**



1. Your trip is going to be paid for by SJSU or an auxiliary fund (Research Foundation or Tower Foundation).
2. You're traveling on a duty day.

**Be sure to submit your Travel Reimbursement Request through your Travel Authorization Request**

**Go to [one.sjsu.edu](https://one.sjsu.edu) and click on Financial Transaction Services (FTS)**



**In FTS you must list the following:**

3. Traveler Home DeptID:
  - o 1368 – Teacher Education
4. Traveler's University Affiliation:
  - o Faculty
5. Travel dates:
  - o Departure Date & Return Date
6. Destination:
  - o Country, State, & City
7. Purpose of Trip:
  - o For conferences, you must attach an agenda or outline to the Travel Authorization and Travel Reimbursement or enter a note explaining why you don't have an agenda/outline.
  - o For business meetings, please indicate who you are meeting with.
8. Travel Type:
  - o Business Related (if travel is being paid for by SJSU or an auxiliary fund)
  - o Field Supervision Travel (if traveling to a local school site for supervision)
  - o Travel Paid By Non-University Funds (**if travel is being paid for with LCOE Professional Development**, or not being paid for by SJSU or auxiliary fund but you're traveling on a duty day)
9. Additional Trip Details:
  - o Who you're requesting funds from to pay for this trip or who has approved to pay for the trip (CSU Chancellor's Office, LCOE Dean's Office (NOT Professional Development), Teacher Education Department, Professional Development Funds from LCOE, Professional Development Funds from TED)
10. Estimated Expenses (if Business Related): --This is for Travel Authorization Requests ONLY
  - o Enter all costs of travel being reimbursed by SJSU/LCOE/TED
11. One Time Charges:
  - o Airfare, Lodging, Registration, Car Rental
  - o Amount
  - o Paid by SJSU? --only click Yes box if Admin paid for with department credit card
  - o Payment Method:
    - Choose Other and enter type of the credit card you used in box that becomes available under "Other"
    - Choose GoCard if Admin paid for expense with department credit card
12. Daily Expense Charges (click on  to add multiple daily expense lines):
  - o Date of Trip (choose date of purchase/charge)
  - o Depart/Return Time
  - o Meals
  - o Incidental (tips, etc.)
  - o Taxi/Uber/Lyft/Shuttle/Parking
  - o Business Expense
13. Daily Mileage (click on  to add multiple daily mileage lines):

- Date
  - Miles
  - Rate (.545 { .58 as of 1/1/19} should automatically populate)
  - Amount (should automatically calculate after miles are entered)
14. Total Calculations
- These fields should automatically populate from expenses listed above (*be sure that Amount Approved matches Amount Due*)
15. Funding Source/Chartfields:
- Account:
    - In-State: 606001
    - Out-of-State: 606002 (*see below for Restricted States policy\**)
    - International: 606800 (*see below for High Hazard Country policy\*\**)
  - Fund: 70000
  - DeptID: 1368 (even if the Dean's Office is paying for the trip)
16. Save
- You must click Save before you can upload supporting documentation (agenda, receipts, etc.)
17. File Upload:
- Choose Document Type: Airfare, Backup Documents, Business Expenses, Email, Lodging, Meals, Mileage, Registration, Rental Car, Taxi/Shuttle/Parking
  - Choose File: Click to browse your computer locate/chose the appropriate document.
  - Upload Attachment(s): Be sure to click the "Upload Attachment(s)" button after choosing the document or it won't complete the upload.
18. Submit:
- Click Submit to send for approval/processing (if the "Status" field of your Authorization/Reimbursement Request says Open, then it has not yet been submitted by you)

### **\*Restricted States Policy**

If the state in which you plan to travel to is on the [Restricted States](#) list, your trip cannot be reimbursed by the university [SJSU/LCOE/TED].

### **\*\*High-Hazard Country Policy**

- If the country in which you plan to travel to is on the [Chancellor's Office High-Hazardous Country list](#) and/or it is listed on the [U.S. Department of State Travel Advisories warning list](#), you must complete the [CSU High Hazard Foreign Travel Approval Request form](#) and upload it to your Travel Authorization and Travel Reimbursement Requests (your Travel Authorization must reach the President's Office at least 45 days before the departure date).
- If the country is not on the above mentioned lists, the travel request must reach the President's Office at least 30 days before the departure date.
- Late requests must include an explanation, although this will not guarantee approval.
- Only the President's Office can grant exceptions for late international travel requests.

### **NOTE:**

- It is your responsibility to not incur non-cancellable expenses until your travel request is approved in FTS.
- It is your responsibility to submit your travel reimbursement within 60 days after completion of the trip.