

This reference guide explains the requirements for travel by employees in the Academic Affairs Division. It details the division-specific processes and procedures and is meant to be used in tandem with the [SJSU Travel Guide](#).

General Travel

Obtaining Authorization to Travel

Approval for travel is required for every trip taken professionally or personally (if occurring on a duty day – this applies only to Faculty). The travel authorization 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. The Finance and Business Services’ [SJSU Travel Checklist](#) also provides step-by-step instructions on requesting university authorization for business travel and assists travelers with planning.

Submitting Requests Sufficiently in Advance

Depending on the type of travel, requests should be submitted in advance to allow different levels of review and approval.

Type of Travel	Submit Authorization Request
Domestic Travel (In-State and Out-of-State)	2 weeks in advance of departure date
International Travel (non-high hazard destinations)	45 days in advance of departure date
International Travel (high hazard destinations)	60 days in advance of departure date

Covering Classes and Final Examination and Grading Period

Faculty members who travel on duty days must clearly state how the classes will be covered. An acceptable alternative teaching/learning experience is required. The end-of-semester examination and grading period fall within faculty duty days. University policy [S17-1](#) 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

Travelers should estimate the cost of the trip based on realistic and reasonable assumptions. To ensure that only the allocated amount is spent on travel and that no deficit is incurred, supporting documentation for estimates is recommended to be uploaded at the time of the travel request. It is recommended that employees submit their FTS Travel Reimbursement within 60 days. Please do note finance will not deny a request, provided that (1) the department approvers/reviewers approve it, (2) all expenses claimed are business related, and (3) receipts/backup are included.

Funding

Travel can be supported through different sources of funds (Operating Fund, PaCE, Trust, Auxiliary, etc.). However, the reason for the travel must align with the source of support. For example, if PaCE 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. If funding is provided by an outside entity, such as a grant or professional organization, authorizations can be submitted before funding is secured to meet the submission deadlines.

Late Travel Requests

Late travel authorization requests must include a justification. Only the Office of the President could grant exceptions for late international travel requests.

Candidate Travel

Candidates are to follow the same travel guidelines as an employee. The same travel approval structure applies to them as it would be for an employee.

DocuSign Travel Authorization Form

Students and candidates are not in FTS but require approval before travel. An [SJSU Travel Request Form](#) must be routed through DocuSign. The prefix is PTR and the department assigns the number. The suggested format for PTR number is DeptID – Fiscal Year – Number Sequence. The traveler is required to sign this form, line (a). Please follow the same travel structure that is applied to your department for the rest of the form. For Line (d), the Provost, please list the Provost’s designee (Sami Monsur). The Analyst for the Office of the Provost (Joanna Gaona) must also be listed to initial the form next to line (d), as they are the reviewer. If line (e) is required, please have them first route to the President’s Aide (Zaynna Tello) to initial the form next to line (e). The President’s designee (Charlie Fass) should be listed as the approver in line (e).

VII. Authorization Signatures

a. Traveler:	_____	Date:	_____
b. Supervisor/Department Chair:	_____	Date:	_____
Supervisor/Department Chair (print name):	_____		
c. Dean/AVP:	_____	Date:	_____
Dean/AVP (print name):	Joanna Gaona	Sami Monsur	
d. Vice President/Provost ⁶ :	Initial ↓	Sign ↓	Date: _____
Vice President/Provost (print name):			
e. President ⁷	Zaynna Tello	Sign ↓	Date: _____
President (print name):		Charlie Fass	

International Travel

Travel Insurance

Travel insurance is required for any traveler traveling outside the United States on university business. Risk Management is required to obtain the travel insurance on the traveler’s behalf once the Travel Authorization is submitted and approved in FTS for university-funded travel. If Research or Tower Foundation funding is being used for the travel, the traveler must specify this in the travel request “Additional Details” box and a copy of the approved travel request will be sent out to the appropriate contact to arrange travel insurance.

High Hazard Countries

Travelers must complete and attach the [CSU’s High Hazard Foreign Travel Approval Request form](#) to their Travel Authorization request in FTS if traveling to a high hazardous country. To check if the country of travel is a high hazardous country please go to the [US Department of State Travel Advisory](#) site and enter the country name in the ‘Learn about your destination’ field. Please also verify the [CSU’s High Hazardous War Risk Country list](#). Any country rated a level 3 or 4 requires this form to be completed.

Travel Approval Structure

In accordance with the SJSU Delegation of Authority for Approval of Financial Expenditures, [SJSU Travel Guide](#), and Academic Affairs Division Travel Guide, all travel authorizations must be approved by Chairs and Supervisors, Deans/designee, and/or the Provost/designee.

SJSU Travel Policy	Domestic	International
Pre-Approved Travel Request required for travel reimbursement (including trips paid for by Tower or Research Foundation)	YES	YES
Paid with University or Auxiliary Organization funds	YES	YES
Travel insurance required for ALL university-related business travel (either through Risk Management or Research Foundation)	NO	YES
Complete funding information for travel insurance	NO	YES
Approval required by Chair or Supervisor	YES	YES
Approval required by Dean or Designee	YES	YES*
Approval required by Provost or Designee	NO	YES
Approval required by President’s Office	NO	YES
Approval required by Chancellor’s Office*	NO	VARIES**

*Can **ONLY** be approved by Dean **NOT** Designee for International Travel

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

International Travel Insurance Contact Information

SJSU Funds	Research Foundation Funds	Tower Foundation Funds
Karen Vogler	Research Foundation Risk Management	Wit Dinh
Risk Manager		Human Resources Manager
4-2159	4-1400	4-1127
karen.vogler@sjsu.edu	Research-Foundation-Risk-Management@sjsu.edu	wit.dinh@sjsu.edu