



SAN DIEGO STATE
UNIVERSITY
Research Foundation

SDSU Research Foundation Travel Pre-Approval Frequently Asked Questions

Q1. When is travel pre-approval required?

All travel, regardless of who the traveler is, requires prior approval.

Q2. What form do I use to get my travel approved?

When using Research Foundation funds for travel expenditures, there are two workflow options to choose from based on who the traveler is. Their employment affiliation determines which workflow to use.

- **SDSU Workflow** - The SDSU T1/T2 Workflow/Form is required for all SDSU employee travel (faculty and staff). The SDSU T1/T2 form is used as both prior approval for the trip itself and approval for the employee to be away from campus. Do not use this form for non-SDSU employees.

Questions on how to complete the SDSU T1/T2 Workflow should be directed to the Department of the SDSU traveler or to SDSU Accounts Payable-sdsuap@sdsu.edu.

- **SDSU Research Foundation (RF) Workflow** – The RF Workflow/Form should be used for all other travel. This includes RF employees (including adjunct and emeritus faculty that do not have active SDSU employment), SDSU students that are not SDSU employees, and all non-affiliated travelers. This form is used for prior approval for a trip to be charged to an RF fund. The PI or Authorized Signer and SRA Grant Specialist are approving that funding is available and the trip is appropriate and allowable for the fund being charged.

Note: There are two SDSURF workflows that can be selected. The SDSURF - T1/T2 (Domestic Travel) and the SDSURF – T1/T2 (International Travel).

Questions on how to complete the RF T1/T2 Workflow should be directed to your Sponsored Research Administration (SRA) Grant Specialist.

Q3. What form do I use if the travel is for someone who is not affiliated with SDSU or the RF?

Please contact your SRA Grant Specialist for guidance on how to complete the workflow for travelers who are not affiliated with SDSU or SDSURF. In this situation the pre-approval is confirming that funding is available, and the trip is appropriate for the fund being charged. The approval is not related to a specific person or to specific approval to leave campus.

Q4. What is required for foreign travelers coming into the U.S.?

The RF Workflow/form for domestic travel should be used for foreign individuals traveling to the US. The Foreign Travel Insurance Request form (FTIP) is not needed.

Q5. What is required for international travel for SDSU and SDSURF employees?

All international travel for SDSU and SDSURF employees requires that a "Foreign Travel Insurance Request Form" (FTIP) be completed and that the T1/T2 Form be approved by the appropriate Vice President for the employee's division. The SDSU Workflow requires that a stand-alone FTIP be completed and submitted to SDSU Risk Management. The RF Workflow has the FTIP embedded into the Workflow and will route to the appropriate parties as the T1/T2 process is completed.

The following is a list of the applicable Vice President for each type of traveler:

1. Faculty (including faculty on FERP or Sabbatical)- Agnes Wong Nickerson, Interim VP for Business and Financial Affairs

2. SDSURF Project Employees/Non-SDSU travelers*- Dr. Hala Madanat, Interim VP for Research and Innovation

**Emeritus OL Faculty (no longer have an SDSU position) and adjunct faculty, not on SDSU payroll, will follow the RF process. Students traveling on RF funds would fall under the RF process.*

3. KPBS- Agnes Wong Nickerson, Interim VP for Business and Financial Affairs

4. The Campanile Foundation (TCF) Employees- Adrienne Vargas, VP for URAD

5. SDSU Global Campus – Dr. Hector Ochoa, Senior Vice President and Provost