This reference guide explains 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 to 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.

<table>
<thead>
<tr>
<th>Type of Travel</th>
<th>Submit Authorization Request</th>
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</thead>
<tbody>
<tr>
<td>Domestic Travel (In-State and Out-of-State)</td>
<td>2 weeks in advance of departure date</td>
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<tr>
<td>International Travel (non-high hazard destinations)</td>
<td>45 days in advance of departure date</td>
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<tr>
<td>International Travel (high hazard destinations)</td>
<td>60 days in advance of departure date</td>
</tr>
</tbody>
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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 travel based on realistic and reasonable assumptions. Reimbursements are allowed up to the pre-approved amount. This ensures that only the allocated amount is spent on travel and that no deficit is incurred. For this reason, 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 in order 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 is applicable to them as it would be for an employee. AB 1887 applies to only state employees traveling on university business; it does not apply to candidates therefore State funds can be used to cover their travel expenses.

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

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

International Travel Insurance Contact Information

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<thead>
<tr>
<th>SJSU Funds</th>
<th>Research Foundation Funds</th>
<th>Tower Foundation Funds</th>
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</thead>
<tbody>
<tr>
<td>Marla Perez</td>
<td>Natisha Holloway</td>
<td>Wit Dinh</td>
</tr>
<tr>
<td>Risk Manager</td>
<td>Business Services &amp; Risk Management Analyst</td>
<td>Human Resources Manager</td>
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<tr>
<td>4-2159</td>
<td>4-1451</td>
<td>4-1127</td>
</tr>
<tr>
<td><a href="mailto:marla.perez@sjsu.edu">marla.perez@sjsu.edu</a></td>
<td><a href="mailto:natisha.holloway@sjsu.edu">natisha.holloway@sjsu.edu</a></td>
<td><a href="mailto:wit.dinh@sjsu.edu">wit.dinh@sjsu.edu</a></td>
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