STUDENT TRAVEL INFORMATION

Step 1: As soon as you know you are going to travel, complete the Request for Approval of Travel form
http://www.sjsu.edu/finance/docs/travel_approval.pdf

The form must be received by the School of Information 30 days prior to the date of travel for domestic travel, 60 days prior to the date of international travel to non-hazardous areas, or 90 days prior to the date of international travel to hazardous areas.

Include all travel details and make sure you sign the form.

Step 2: Email the completed form to Susan Berg, the Travel Coordinator (Susan.Berg@SJSU.edu) and copy Kristina Luna (Kristina.Luna@SJSU.edu)

Step 3: The Travel Coordinator will submit the Request for Approval of Travel for the required approvals.

Once the Request for Approval of Travel is approved, you will be notified.

Step 4: Make your travel arrangements.

Make sure you keep all of your receipts.

Step 5: Once travel has taken place, all receipts must be submitted to the Travel Coordinator along with a Travel Expense Claim form (attached) so that a reimbursement can be submitted. This must be done within 30 days of the conclusion of travel.

- Organize all of the receipts in order of date of travel.
- Tape receipts to a letter size piece of paper.
- If the receipt is vague, provide an explanation.
- You can use the Travel Reimbursement Receipts Log to organize the receipts.

Receipts will be scanned and emailed to the Travel Coordinator.

Step 6: The Travel Coordinator will submit the Travel Expense Claim form and the receipts for approval and reimbursement processing.

Step 7: Once the Travel Expense Claim is processed by Accounts Payable, a check will be issued and mailed to your address unless you have submitted an Employee Reimbursement Direct Deposit Authorization form to Accounts Payable (even if you are a student).

If you have any questions, please contact Travel Coordinator Susan Berg (408) 924-2464 or Kristina Luna (408) 924-2492.