

Instructions	Complete the form prior to booking any travel and obtain approvals through DocuSign. For instructions specific to each auxiliary, see below:		
Research Foundation	foundation-travel-desk@sjsu.edu	408-924-1400	Research Foundation Travel Policy
Tower Foundation	TowerAP-group@sjsu.edu	408-924-1765	Tower Foundation Travel Policy
All state-funded and/or split-funded travel should be submitted via the University's travel management tool, SAP Concur.			
Source of Funds:	☐ Research Foundation	☐ Tower Foundation	Today's date
	Please select one only.		

I. Traveler and Trip Information

Select one:

☐ SJSU Student	☐ SJSU Staff or Faculty	☐ Other (Please specify)	
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Traveler Name		Account Number	
Position or Title		Phone Number	
Trip Requisition Number		Email Address	
Home Address		Travel Dates	
Purpose of Travel			
Destination City, State, and Country			

II. Estimated Expenses (Required)

Transportation	\$
Registration, Fees	\$
Lodging	\$
Meals	\$
Other (specify)	\$
Total:	\$
Amount Estimated	\$

III. Student Travel (Required)

I certify that these expenses (check all that apply):

- ☐ Directly support a faculty member's project or program.
- ☐ Are related to presenting or leading a session at a conference (attach a copy of the conference program).
- ☐ Are incurred while officially representing the university.

IV. Authorization Signature (Required)

	Traveler	Direct Supervisor	Account Signer	Dean, AVP, or Designee OPTIONAL
Name				
Signature				
Date				

V. Authorization Signatures for International Travel (Refer to Travel Policy for Additional Information)

CFO Name			
CFO Signature			Date
☐	Check the box if travel is to a high-hazard region. Approval is required from the Chancellor's Office and must be attached to this form. Note: High-Hazard International Travel also requires Chancellor's Office Approval. Attach approval when submitting this form. Refer to the appropriate Travel Policy listed above for details.		