

Overview

SJSU Faculty and Staff have access to Financial Transaction Services (FTS). This guide is **not** for Research Foundation employees. This guide shows how to create a Travel Authorization in FTS when travel occurs on a duty day and **Research Foundation** funds will be used as the method of reimbursement for the travel expenses. Use FTS Travel Authorizations to request approval for domestic or international travel.

Requesters can fill out the Travel Authorization for the Traveler and save it; but only Travelers can submit their own Travel Authorization.

For more details on Travel Policies, view the [Research Foundation Travel Policy](http://www.sjsufoundation.org) (<http://www.sjsufoundation.org>).

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Travel Authorization Submission Guidelines

- 14** Days before Domestic Travel Departure Date
- 45** Days before International Travel Departure Date
- 60** Days before High Hazard International Travel Departure Date

Note: Travel Authorizations must be approved by the Research Foundation before making non-cancellable travel arrangements and before departing for the trip.

Creating a Travel Authorization

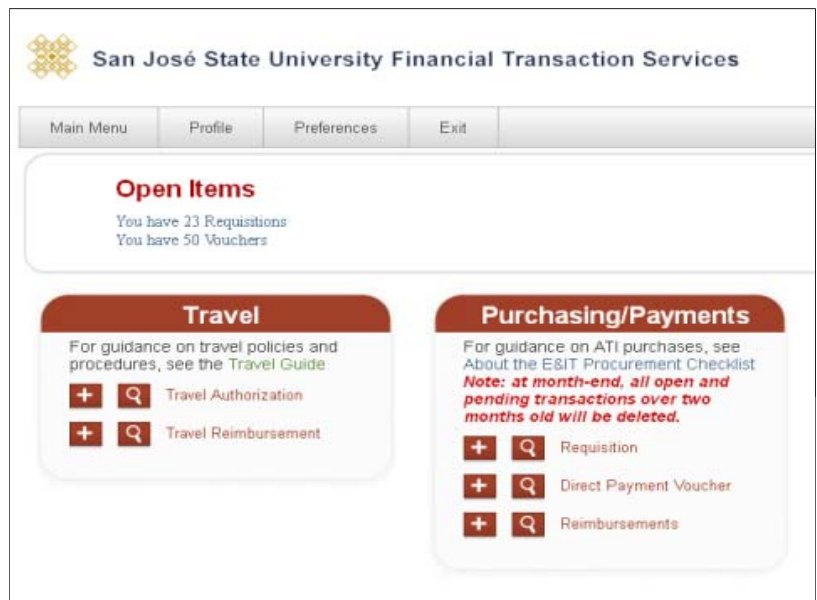
This section shows how to create a Travel Authorization in Financial Transaction Services (FTS).

Login to FTS.

1. Go to [Financial Transaction Services](https://fts.sjs.edu) (https://fts.sjs.edu).
2. At the SSO Login page, use your **SJSUONE ID** and **password** to login.



The Financial Transaction Services Main Menu displays.



The Travel section displays.

3. Click the **Create New [+]** icon next to **Travel Authorization** to create a new Travel Authorization.



The Travel Authorization page displays.

The Travel Authorization page has four sections:

- **Header Information**
- **Trip Information**
- **Estimated Expenses**
- **Funding Source/Chartfields**

Note: Asterisks () indicate required fields*

Header Information

The Header Information section displays.

1. Enter Traveler Home DeptID.

If you are the Traveler completing this form, the following fields default with your information:

- Requester Name
- Requester Phone
- Requester Email
- Traveler Email
- Employee ID Number
- Address (only visible to Traveler)

2. If you are the Requester completing this form for a Traveler, select **More** option.

Note: Select the More option at any drop-down menu to search for User Preferences.

The User Preferences search window opens.

3. Enter traveler's last name in the criteria field, and then click the **Search** button.



Header Information	
<i>Note: Fields preceded by asterisks indicate required fields.</i>	
Status	New
Trip Number	New
Requester Name	James / Basch
Requester Phone	408-924-1677
Requester Email	sjsuttravel@gmail.com
* Traveler Home DeptID	<input type="text"/>
<i>Note: Approval is based on traveler's DeptID.</i>	

* Traveler Home DeptID	<input type="text"/>
<i>Note: Approval is based on traveler's DeptID.</i>	
* Traveler Name	<input type="text" value="More..."/>
Employee ID Number	<input type="text"/>
Address	<input type="text"/>

User Preferences	
Field :	Employee/Student
Criteria :	<input type="text"/>
<input type="button" value="Search"/>	

The search results display.

4. Click the appropriate icon to select traveler's name:

-  Use the traveler's name for this transaction only.
-  Use the traveler's name for this transaction and add it to your User Preferences List.

5. Select **Yes** or **No** to specify the Traveler's citizenship.

6. Select Traveler's University Affiliation:

- **Faculty**
- **Staff**
- **Student**

If Faculty was selected:
How will classes/duties be handled in your absence? box displays.

7. Enter your answer to the question in the text box.



Select	Name	ID
<input checked="" type="checkbox"/> <input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX
<input checked="" type="checkbox"/> <input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX
<input checked="" type="checkbox"/> <input type="checkbox"/>	XXXXXXXXXX	XXXXXXXXXX



* Is traveler a US citizen or lawful permanent resident?
 Yes No

* Traveler's University Affiliation
 Faculty Staff Student



* How will your classes/duties be handled in your absence?

Trip Information

The Trip Information section displays.

1. Select **Departure Date** from the calendar.
2. Select the **Return Date** from the calendar.
3. Enter **Destination**:
 - **Country**
 - **State**
 - **City**
4. Enter the Purpose of the Trip.
5. Select a Travel Type:
Travel Paid By Non-University Funds
6. Enter in **Additional Trip Details, Research Foundation** and the **Research Foundation Account Number** that will be used for travel expense reimbursement.

Example:

"Research Foundation 22-XXXX-XXXX"

Estimated Expenses

The Estimated Expenses section displays.

1. (Required) Estimate the following expenses:
 - **Transportation**
 - **Registration/Tuition**
 - **Lodging**
 - **Meals**
 - **Other**

Trip Information	
* Departure Date	<input type="text"/>
* Return Date	<input type="text"/>
* Destination	Country <input type="text"/> City <input type="text"/>
* Purpose of Trip	<input type="text"/>
* How will your classes/duties be handled in your absence?	<input type="text"/>
* Travel Type	<input type="radio"/> Business Related <input type="radio"/> Team Travel <input type="radio"/> Field Supervision travel <input type="radio"/> Travel Paid By Non-University Funds
Additional Trip Details	<input type="text"/>

Estimated Expenses	
Transportation	<input type="text" value="0.00"/>
Registration/Tuition	<input type="text" value="0.00"/>
Lodging	<input type="text" value="0.00"/>
Meals	<input type="text" value="0.00"/>
Other	<input type="text" value="0.00"/>
Total	<input type="text" value="0.00"/>

Attachments

1. Scroll to the bottom of the Travel Authorization page.
2. To attach documents (if needed); such as the [High Hazard form](#) click the Upload Attachment(s) button.

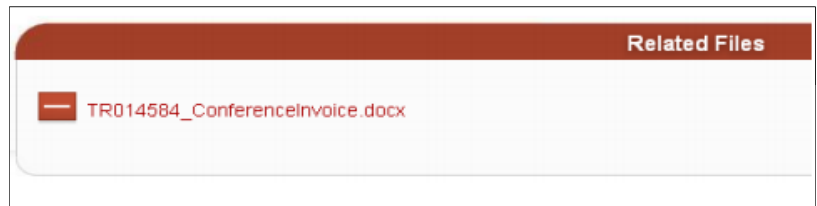
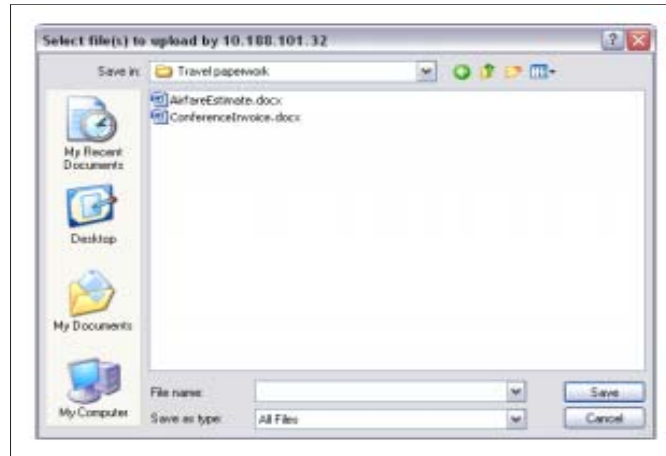
The Select file(s) window opens.

3. Navigate to the file you wish to attach, and then click the **Save** (or Open) button.

The Related Files section displays the attached file(s).

Note: The voucher number is automatically added to the file name.

4. Repeat this step to attach as many files as needed.



Submit for Approval

The voucher displays

1. When ready, scroll to the bottom of the Travel Authorization page, and then click the **Submit** button.

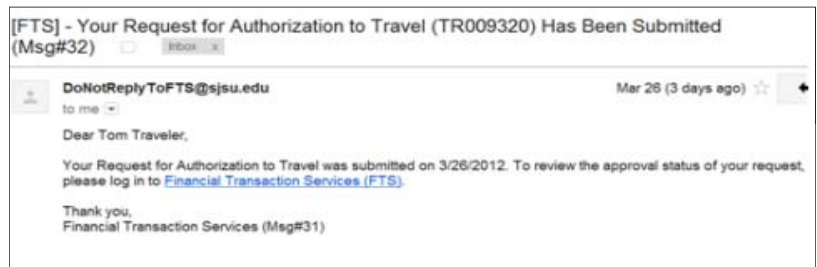
The Status changes to **Pending Approval**.



Save Submit Cancel Print Upload Attachment(s)

Header Information		
Status	Pending Approval	Traveler Name
Trip Number	TR014584	Traveler DeptID
Requester Name	XXXXXXXXXX	Employee ID Number
Requester Phone	XXXXXXXXXX	
Citizenship Status	Citizen	
Address	XXXXXXXXXX	
Traveler's University Affiliation	Faculty	

Traveler receives email confirmation.



[FTS] - Your Request for Authorization to Travel (TR009320) Has Been Submitted (Msg#32)

DoNotReplyToFTS@sjsu.edu Mar 26 (3 days ago)

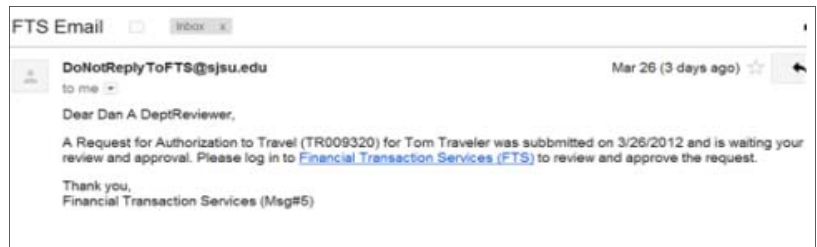
to me

Dear Tom Traveler,

Your Request for Authorization to Travel was submitted on 3/26/2012. To review the approval status of your request, please log in to [Financial Transaction Services \(FTS\)](#).

Thank you,
Financial Transaction Services (Msg#31)

The first level of Reviewer/Approver in the Approval Structure receives an email notification.



FTS Email

DoNotReplyToFTS@sjsu.edu Mar 26 (3 days ago)

to me

Dear Dan A DeptReviewer,

A Request for Authorization to Travel (TR009320) for Tom Traveler was submitted on 3/26/2012 and is waiting your review and approval. Please log in to [Financial Transaction Services \(FTS\)](#) to review and approve the request.

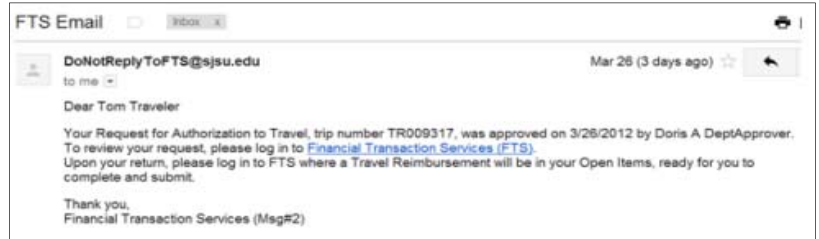
Thank you,
Financial Transaction Services (Msg#5)

Once the Travel Authorization is approved by the final level of Approver, the Status changes to Distributed.

Traveler receives email notification of approval and of the Travel Reimbursement to be completed upon return.

*Note: Your travel is **not yet approved** by the Research Foundation at this point. You must follow the remaining steps on the following pages.*

Header Information	
Status	Distributed
Trip Number	TR009317
Requester Name	Tom Traveler
Requester Phone	4-1111
Citizenship Status	Citizen
Traveler Dept/ID	
Traveler Name	
Employee ID Number	
Address	



1. Scroll to the bottom of the page and click the **Print** button.



2. Save the approved FTS Travel Authorization as a PDF document.

Make sure the PDF document contains the following FTS screens:

- Request for Authorization to Travel
- Header Information
- Trip Information
- Estimated Expenses

3. Verify that your Research Foundation **Authorized Account Signer** has approved your FTS request. If your **Authorized Account Signer** did not approve your FTS request then **stop** here.

Obtain your Authorized Account Signer's signature on a print out of your approved FTS request before following the remainder of the instructions.

Request for Authorization to Travel

Routing and Approval Status

Traveler Name: [Name]
DeptID: [DeptID]

Approval Routing				
Approval Type:	Primary:	Backup:	Action:	Reviewed/Approved by:
Approver	[Name]	[Name]	[Action]	[Name]
Approver	[Name]	[Name]	[Action]	[Name]

Departmental International Travel				
Approval Type:	Primary:	Backup:	Action:	Reviewed/Approved by:
Approver	[Name]	[Name]	[Action]	[Name]

International Travel				
Approval Type:	Primary:	Backup:	Action:	Reviewed/Approved by:
Approver	[Name]	[Name]	[Action]	[Name]

Activity History ▾

Header Information

Status	Distributed	Traveler DeptID	[DeptID]
Trip Number	TR009317	Traveler Name	[Name]
Requester Name	Tom Traveler	Employee ID Number	[ID]
Requester Phone	4-1111	Address	[Address]
Citizenship Status	Citizen		

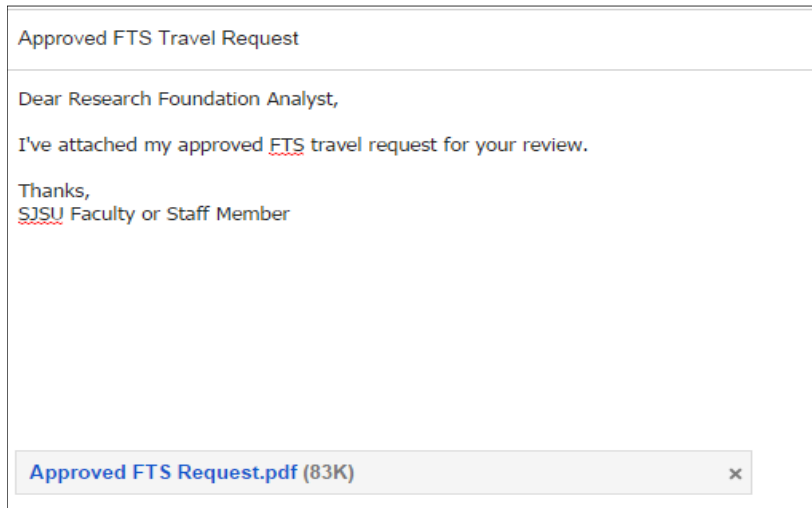
Trip Information

Departure Date	06/01/2014
Return Date	08/24/2014
Destination	Country Indonesia City Pemuteran
Purpose of Trip	Research project sponsored by NSF-PIRE grant to MLML
How will your classes/duties be handled in your absence?	No conflict
Travel Type	Travel Paid By Non-University Funds
Additional Trip Details	This supercedes prior requests and broadens the period of travel. Dates given are the earliest and latest possible dates; actual is likely to be a later departure and earlier return.

Estimated Expenses

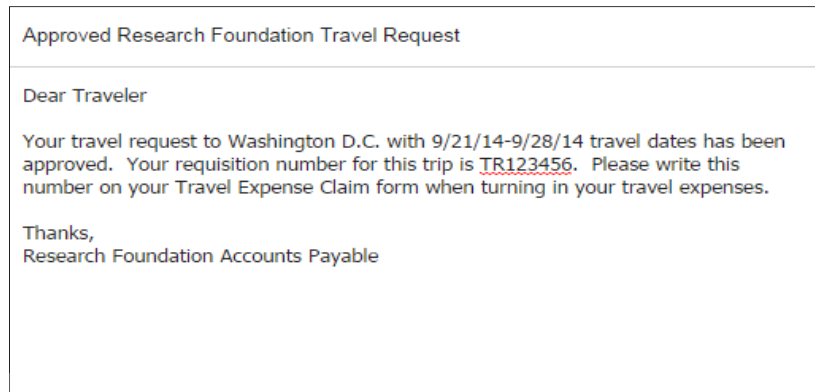
Transportation	2,400.00
Registration/Tuition	0.00
Lodging	2,000.00
Meals	1,000.00
Other	500.00
Total	5,900.00
Authorized Total	5,900.00

3. Email the saved PDF document as an attachment to your Research Foundation Analyst.



4. The Research Foundation will review your travel request.

When your travel has been approved you will receive an email from the Research Foundation Accounts Payable Office.



Creating a CSU High Hazard Travel Request

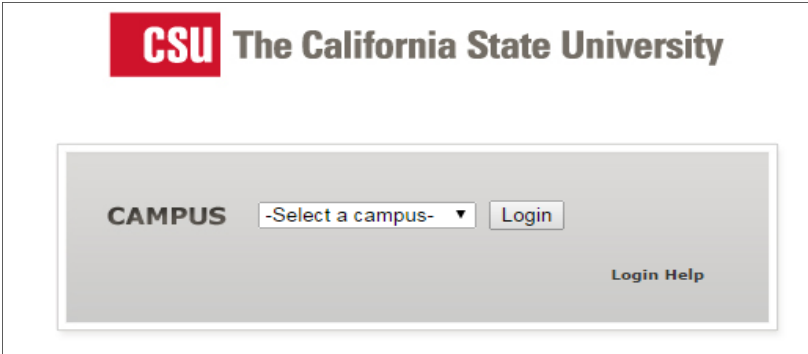
This section shows how to create a High Hazard request on the CSU website.

In order to determine if your travel destination is high hazard you must check **both** the [U.S. Passport and International Travel website](#) and the [CSU Systemwide Risk Management and Public Safety website](#).

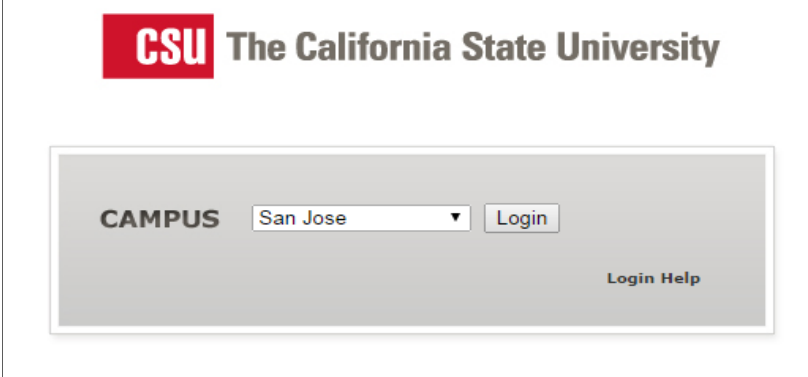
If your travel destination is on **either** one of the above websites you must following these instructions. and the **High Hazardous Country List** on the

Login to the CSU website.

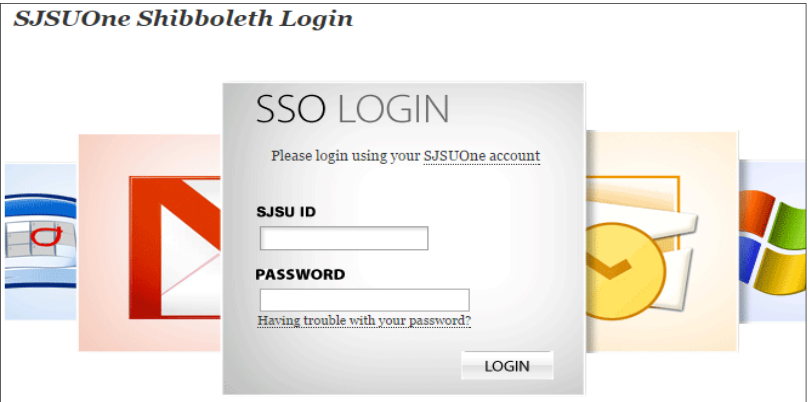
1. Go to [the CSU website](https://cyou.calstate.edu/Tools/high-hazard-travel/Pages/default.aspx) (https://cyou.calstate.edu/Tools/high-hazard-travel/Pages/default.aspx)
2. Select San Jose as your campus.
3. At the SSO Login page, use your **SJSUONE ID** and **password** to login.



The screenshot shows the CSU logo and the text "The California State University". Below this is a login form with a "CAMPUS" label, a dropdown menu currently set to "-Select a campus-", a "Login" button, and a "Login Help" link.



The screenshot shows the same CSU login page, but the dropdown menu is now set to "San Jose".



The screenshot shows the "SJSUOne Shibboleth Login" page. It features a central "SSO LOGIN" box with the instruction "Please login using your SJSUOne account". Below this are input fields for "SJSU ID" and "PASSWORD", a "Having trouble with your password?" link, and a "LOGIN" button. The background includes decorative elements like a globe and a checkmark.

The CSU High Hazard form displays.

High Hazard Foreign Travel Approval Requests

[View my Requests](#)

CSU The California State University

All employees, faculty and students who travel internationally to countries on the High Hazardous list (http://www.calstate.edu/risk_management/documents/CSURMA_HighHazardList.pdf) or the US State Department Travel Warning List (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html) require prior approval from the campus President and the Executive Vice Chancellor/Chief Financial Officer (see coded memo **RM2013-01**).

Submit this Approval Request At Least 30 Days PRIOR TO DEPARTURE
(Attach campus President Approval and any supporting documents)
Requests for approval will be reviewed once a week

* Denotes a required field

Travelers' Information

Campus:

Traveler Last Name:

4. Enter the required information.

Travelers' Information

Campus:

Traveler Last Name:

Traveler First Name:

Traveler Email:

Employee Type: Faculty Staff Minor ** Student * Other

*If traveler is a **student**, was an Informed Consent/Waiver executed? Yes No

If traveler is a **minor, was an Informed Consent/Waiver executed by a parent or guardian? Yes No

Is This Trip Sponsored by the University? Yes No Auxiliary Other

Destination Information From Date To Date
 (Include all Regions, Cities and Towns)

5. Scroll to the bottom of the CSU High Hazard page.

Attach Supporting Documents:

6. To attach documents (if needed); click the **Upload Attachment(s)** button.

The Choose file(s) window opens..

Attach File

Select a file, and then click Attach to upload it.

No file chosen

7. Navigate to the file you wish to attach, and then click the **Attach** button.

8. Repeat this step to attach as many files as needed.

Submit to CSU for Approval

1. When ready, scroll to the bottom of the CSU High Hazard page, and then click the **Submit** button.
2. Print out a copy of the form you submit.
3. Scan the form and save as a PDF document. You can also print the form to a PDF document if your software has this function.

Note: *You must attach this PDF to [your FTS Travel Authorization](#).*

4. Refer to the FTS [Attachment](#) instructions and follow the remaining steps to obtain approval in FTS.

Submitted By:

Submit

Print

Total: 5 sheets of paper

Print

Cancel

File name: CSU High Hazard Form Submitted 9.1.14

Save as type: Adobe Acrobat Document

Travel Expense Claim Reimbursement

This section shows how to request a travel expense reimbursement from the Research Foundation.

1. Go to [the Research Foundation](http://www.sjsufoundation.org) website.
(<http://www.sjsufoundation.org>).

2. At the form page, save a copy of **Travel Expense Claim** form.

3. Enter the traveler information.

Note: The trip requisition number is the trip requisition number that was emailed to you by the Research Foundation Accounts Payable office.

4. Enter the travel expense information.

5. Enter the amount of any **Prepaid Expenses** and/or the amount of **Travel Advance** received for the trip.

Forms	
Accounts Payable	
Invoice/Check Request	PDF
Requisition Form	Word PDF
Travel Authorization	Word PDF
Authorization to Use Private Vehicle	PDF

SJSU RESEARCH FOUNDATION		TRAVEL EXPENSE CLAIM FORM ACCOUNTS PAYABLE	
P.O. Box 720130 - San Jose, CA 95172-0130 - Ext. Zip: 0139		408-924-1400 - 408-924-1499 (fax)	
I. Traveler Information		Today's Date:	
Traveler Name:	Account Number:		
Home Address:	Position/Title:		
City, State, Zip:	Department:		
Trip Destination:	Phone Number:		
Purpose of Trip:	Inclusive Dates of Travel:		
Trip Requisition #:	Routing: <input type="checkbox"/> Mail to Payee	<input type="checkbox"/> Hold for Pickup	
	Ext. Zip:	<input type="checkbox"/> Mail Intercampus	

II. Travel Expense Claim												
Date	1	2	3	4	5	6	7	Private Auto			Reg Fees & Other Bus. Expenses	Total
	Lodging	Breakfast	Lunch	Dinner	Incidentals	Airfare, Train, etc.	Taxi, Shuttle, Parking, Car Rental	Miles	Rate	Amount		

III. Total Travel	
Total Amount Expended:	
Less Prepaid Expenses:	
Total Amount Claimed:	
Less Amount Advanced:	
Amount Due to Traveler:	
*Amount Due to SJSURF:	\$0.00
(*Attach check made out to SJSU Research Foundation)	

6. Enter notes as necessary to explain anything pertinent to the expense claim reimbursement request.

IV. Notes

7. The traveler, authorized account signer, and direct supervisor if not the authorized account signer must sign the request.

V. Authorization Signatures

Traveler:	Name: _____	Signature: _____	Date: _____
Direct Supervisor:	Name: _____	Signature: _____	Date: _____
*Account Signer:	Name: _____	Signature: _____	Date: _____


(*required if supervisor is not an account signer)

8. Save and print a copy of the completed **Travel Expense Claim** form.

Save a Blank Copy of this Form

Save a Blank Copy of this Form

Data typed into this form will not be saved. Adobe Reader can only save a blank copy of this form.

 Please print your completed form if you would like a copy for your records.

Don't show again

9. Attach the original copy of the trip approval to the **Travel Expense Claim** form.

10. Attach all original receipts to the **Travel Expense Claim** form and send through intercampus mail to the Research Foundation at Ext. Zip 0139

11. After approved, a check will be delivered to the traveler by the method of delivery selected on the **Travel Expense Claim** form.