

T2 TRAVEL APPROVAL CHART

On May 6, 2011, Chancellor Reed sent a memorandum to all CSU Presidents regarding CSU Hiring and Travel. You have likely already been notified of this memorandum within your respective divisions.

In the memorandum, in addition to requesting a reduction in travel spending, the Chancellor has directed that each campus implement a process for review and approval of all travel at appropriately high levels and that approval of travel be restricted to cases that serve mission-critical needs. The memorandum goes on to specify minimum levels of review and approval for both in-state, out-of-state and international travel. The following chart has been designed to assist us in implementing these requirements at San Diego State University. These requirements are effective immediately.

All University personnel, regardless of the funding source (including Foundation and TCF Funds), are required to complete a T2 prior to travel and route for the approvals indicated on the chart below. Without a completed and fully authorized T-2 IN ADVANCE OF ANY TRIP, the employee and department run the risk that insurance will not be issued for the trip.

TRAVEL TYPE	POSITION	SUPERVISOR *Designee per EO688	ASSOCIATE VICE PRESIDENT	PROVOST/ VICE PRESIDENT	PRESIDENT'S DESIGNEE (VP BFA)	CHANCELLOR (30 days' notice required)
In-State	Faculty and Staff	X	X			
In-State	Assistant/Associate Vice President			X		
In-State	Provost/Vice President				X	
In-State	President	X*			X	
Out-of-State	Faculty and Staff	X	X	X		
Out-of-State	Assistant/Associate Vice President			X		
Out-of-State	Provost/Vice President				X	
Out-of-State	President	X*			X	
Foreign	Faculty and Staff	X	X	X	X	X (high risk only)
Foreign	Assistant/Associate Vice President			X	X	X (high risk only)
Foreign	Provost/Vice President				X	X (high risk only)
Foreign	President				X	X (all travel)

Notes:

- Traveler obtains all signatures on T2 (except chancellor's) prior to trip.
- Traveler attaches foreign travel insurance form for foreign travel.
- President's Designee obtains chancellor's approval.
- Final Approver forwards documents to Accounts Payable.