

5.05.0 — REQUEST FOR ABSENCE FROM CAMPUS (T2)

5.05.1 — General Procedure

Form T2: Request for Absence from Campus is used to request an authorized absence from campus for the purpose of traveling to a destination in order to perform official university business. The T2 is also to be used to request a revolving fund check as a temporary advance for travel expenses before the travel begins. (See section 5.04.1 for policy regarding Travel Advances.)

The T2 is to be approved and retained by the college / division dean/ director for any university related trip off-campus even if no reimbursement is necessary. The T2 should be typed and submitted at least ten days in advance for in-state trips and at least 15 days in advance for out-of-state trips. T2's requesting direct payment (registration, airfare, etc.) should be submitted with all required paperwork to Accounts Payable allowing sufficient lead time to process the request. The T2 will then be filed until the expense claim is received. T2's not requesting an advance payment are to be retained in the department until the submission of the travel expense claim. The T2 protects the employee as well as the institution by documenting the employee's absence from campus and how the absence relates to university business.

Note: A T2 need not be submitted to Accounts Payable if all three of the following conditions are met:

- The trip is in-county and not related to a monthly mileage claim
- There is no expense to be reimbursed the employee, and
- No university car is being used

If the T2 is being submitted for the purpose of amending a prior T2 prior to the trip date, type the word "Amended" in the upper right-hand corner. Also, indicate right below this why it is being amended (e.g., with funds rather than without funds, increased allocation, trip date change, etc.). If the trip has already taken place, an amended T2 is not necessary. The dean, administrator or supervisor's signature on the travel expense claim will serve as an authorization to pay the claim amount, whether or not it exceeds the T2 amount.

Employees who claim mileage on a monthly basis must prepare a Blanket T2 to include a range of dates that they will be off campus and claim private car mileage for trips within San Diego County. The department should estimate the amount of money the traveler will be claiming for this mileage. When the claim is submitted, it should be accompanied by the Monthly Mileage Report and should indicate in the remarks section that there is a Blanket T2 on file. The amount of the Blanket T2 encumbrance should be reduced by the department each time a claim is submitted. All employees claiming private car mileage must also have a Std. Form 261, Authorization to use Privately Owned Vehicles on State Business on file as well as a Defensive Driver Training Certificate (contact Public Safety). These documents are to be retained in the department.

University employees traveling overnight in California should attempt to have the Transient Occupancy Tax (TOT) waived for all hotel/motel rooms they occupy while on official state business. Inquire when making reservations. When checking in, you may request an exemption certificate to waive the tax. Many hotels/motels have their own form for this purpose. The format of these exemption certificates will vary among establishments. SDSU also provides form STD 236, Hotel/Motel Transient Occupancy Tax Waiver for claiming this exemption.

Note: The T2 available on the Accounts Payable Web site includes a Transient Occupancy Tax Waiver, which is attached as page two of the document. Participation by operators is strictly voluntary and is dependant on local laws and ordinances; however, it is strongly recommended that travelers request the TOT be waived.

Presentation of your university ID card may be required to verify your government (state / university) employment status.

5.05.2 — Preparation of Request for Absence from Campus (T2)

Please complete the T2 as completely as possible. The following items are essential to the proper completion of the T2:

1. Date of Application: is required on the T2.
2. Advances: If requesting a temporary travel advance or direct pay to a vendor, indicate by completing the "Advances" section of the T2. Additional remittance information such as invoices, quotes or conference registration documents must be attached to the T2.
3. Trip Information: Select all applicable fields for the trip. Indicate whether absence is In State, Out-of-State, or Chancellor's Office, and the purpose of the trip (Essential, Professional or Recruitment). Forms should be submitted at least 10 days in advance for in-state travel, and 15 days in advance for out-of-state travel.

Definition of Terms

Essential —

- Representing the campus in a voting capacity in any organization or association to which the entire university belongs
- Mandatory attendance at a CSU meeting
- Providing information to groups, committees or agencies that have the authority to affect or provide assistance to university
- Presenting a paper or oral report
- Assisting in coordination or conduct of meeting or workshop sponsored by the professional association or society

Professional —

- To attend a meeting or workshop sponsored by a professional association or society.

Recruitment —

- Trips in connection with recruitment of faculty and/or staff.

Transportation —

- Indicate airline travel, personal car or rental car. If traveling by private car, indicate the vehicle license number, the estimated one-way mileage, and the number of passengers and the name of the driver of the vehicle.
- All trips that involve a campus pool vehicle and exceed 250 miles one way must be approved by any of the vice presidents or by the associate vice president for Enterprise Operations.

Funding —

- Select appropriate fields to indicate the source of funding for the trip.
- If funds will be reimbursed from the Chancellor's Office, indicate the amount to be reimbursed.
- Additional supporting documentation should be attached

Information on Travel/Absence/Destination

Complete this section in full for all trips. Instructions for specific fields are as shown below:

1. Dates of Absence: Indicate exact dates claimant will be absent from campus. Specify precisely which days are for personal travel, if any.
2. Reason for Absence: State complete reason for absence from campus, including name of association, meeting or conference.

3. Destinations(s): Include the city and state of all travel destinations.

Expenses to be Reimbursed

Itemize all known or anticipated reimbursable expenses to justify maximum reimbursement for this travel claim.

Account Information

- Indicate the Oracle account number to be charged for expenses pertaining to the trip
- If the T2 indicates the travel will be paid for with State funds, an Oracle account number to be charged must be provided
- If two or more accounts are to be charged, indicate the amount for each account; i.e., when HR Specialized Training funds are charged

Approval Signatures

- The traveler and the immediate supervisor or department chair must sign all T2's
- Additional signatures may be required based on hierarchy and/or other campus or departmental policies
- Vice president or designee: this approval is required on all out-of-state trips and trips involving usage of a university vehicle if mileage exceeds 250 miles one way