

**San Diego State University
Aztec Sports
Form T2 for Athletics - Request for Absence from Campus**

Date of application: _____

Advance

Transportation Information

Advance Requested? Yes _____ No _____
 Payee _____
 (Print Name and Phone number)
 Amount Requested: _____
Please attach necessary information (e.g. roster, conference itinerary)

Airline Carrier _____
 Bus Company/Carrier _____
 Rental Car Company _____

Funding

Indicate if using:

Account Number _____
 Account Number _____

Rental Car _____
 State Vehicle _____

Information on Travelers/Destination

Name _____
 Title _____
 Department/Sport _____ Mail Code _____
 Destination _____

Private Vehicle _____
 Private Vehicle License # _____

Purpose of Travel _____
 (If team travel, opponent's name; if recruiting, state full names of prospects, city and school)
 (Indicate if: Contact No contact Evaluation)

**Total Expenses to be Reimbursed
Attach documentation, if applicable**

Departure Date and Time _____
 Return Date and Time _____
 Number of S.A. _____ Other non-employees _____
 Lodging Name _____
 Address _____
 Phone _____

Registration/Entry Fee _____
 Airfare _____
 Rental Car _____
 Bus _____
 Fuel _____
 Meals _____
 Lodging _____

Calculate meal expenses:

_____ x _____ x _____ equals \$0.00
 Per diem \$ # of days # of Staff/Others
 _____ x _____ x _____ equals \$0.00
 Per diem \$ # of days # of Athletes

Misc Expenses _____
 Other _____
Maximum Reimbursement 0.00

Policy

I have made arrangements for the classes meeting during my absence and/or for administrative and other duties. I certify, that if I am using a privately owned vehicle, I have a current "Authorization to Use Privately Owned Vehicle" (Form STD 261) on file with the University and I have the minimum liability insurance as required by State law. I am in possession of a valid California driver's license. I certify that I have not been issued more than three moving violations nor have I been responsible for more than three accidents, or any combination of three incidents during the past 12 month period. If renting a vehicle from a rental car agency or using a personal vehicle, I certify that I have completed the required Defensive Driving course. I certify that I am currently a California State University employee. (Required if receiving reimbursement through the State).

Advances: I hereby certify that the above travel advance is necessary to defray my anticipated reimbursable expenses while traveling on business for San Diego State University away from my designated headquarters. I understand and agree that this amount may be deducted from any other University reimbursements or California tax refund payable to me in the event it is not reimbursed by a Travel Expense Claim within 30 days of issuance, or upon separation from this agency.

Signature of traveler: _____

Approvals

Supervisor _____ Date _____
 Out-of-State Approval _____ Date _____
 Business Office Approval _____ Date _____
 Document Prepared by: _____ Telephone _____

CA # _____ Date _____ Ck # _____ Date _____

**State of California
San Diego State University**

Hotel/Motel Transient Occupancy Tax Waiver Exemption Certificate for State Agencies

Hotel/Hotel Operator: Retain this waiver for your files to substantiate your reports. Participation by operators is strictly voluntary.

Date Executed _____
Hotel/Motel Name _____
Hotel/Motel Address _____
(complete address) _____

This is to certify that I, the undersigned traveler, am a representative or employee of the State agency indicated below; that the charges for the occupancy at the above establishment on these dates set forth below have been or will be paid for by the State of California; and that such charges are incurred in the performance of my official duties as a representative or employee of the State of California.

Occupancy Dates _____
State Agency Name San Diego State University
Headquarters Address 5500 Campanile Dr.
San Diego, CA 92182
Traveler's Name (please print) _____

I hereby declare under the penalty of perjury that the foregoing statements are true and correct.

Executed at: (city) _____
Traveler's Signature _____
Date Signed _____