

November 2011
Fall EditionTravel Natural Account
Segments

- 60605 In State
- 60610 Out of State
- 60625 International
- 66042 Recruiting
- 66043 Relocation

Useful Links:

[Travel Procedures
and Regulations](#)[Accounts Payable
CTC Handbook](#)[Foreign Travel
Insurance](#)[New T2 Travel
Approval Chart](#)[Defensive Driving](#)

Questions? Click on
[Accounts Payable / Travel
Assistance](#) for travel info.

We are here to help!

Beth Dombrose
AP Travel Coordinator x48962
bdombros@mail.sdsu.edu

Reminder: T2 Trip Details

Each department is responsible for confirming / verifying the status of each traveler's [defensive driving requirement](#). When completing the Blanket T2 and all T2's, please remember to checkmark the correct Defensive Driver box under "Trip Details", confirming the traveler is in compliance with University policy.

Corporate Travel Card (CTC)

The Corporate Travel Card is a 'new' tool available to assist University travelers when planning travel arrangements. US Bank Visa Corporate Travel Cards are available for SDSU employees upon departmental approval. Purchase limits are flexible, and the CTC statement is paid by the University.

Benefits of the CTC for University business travelers are

- Minimize out of pocket expenses
- The ability to pay for conference fees online
- Save travel dollars by booking airfare directly
- Reduce expenses while traveling on University business

To enroll in the program, complete the following:

[Request for Participation Form, Form 700](#) and Conflict of Interest Training.

All three are required prior to card issue and use. Contact Human Resources for additional information regarding the Form 700 and Conflict of Interest. All CTC travel purchases are approved online, and receipts are submitted with the travel claim. See the [SDSU Corporate Travel Card \(CTC\) Program Handbook](#) for additional information about the CTC program.

Foreign Travel Insurance Policy (FTIP)

Prior to International travel, travelers and/or department coordinators are to confirm the destination is not on the following list:

- [US State Department](#) Current Travel Warning List. Review both the list and the specific country information. *Note:* On the right side of web page, there is a country specific drop down list.
- Submit to SDSU Risk Management/BFA VP **30 days prior to travel.**
- In addition to the "Travel Assist Card", FTIP trip cancellation coverage* reimburses non-refundable expenses up to \$2500.00 if the person was prevented from taking the trip due to injury, sickness or death. *See "[Coverage Summary](#)" at SDSU Risk Management.

Reminder: Travel T2 Approval Chart

[The New Travel T2 Approval Chart](#): Per the CSU Chancellor, the minimum organizational level of review and approval should be at the Assistant Vice President/Assistant Provost Level. *This applies to all travel.* T2's are to be approved *before* routing to Accounts Payable. AP is unable to process travel requests without appropriate approvals.

New! Contract and web-link for business car rental reservations! [Enterprise Rent A Car](#)