



Beth Warrem &lt;bwarrem@sdsu.edu&gt;

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## Fwd: Travel Approval Updates

1 message

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**Beth Warrem** <bwarrem@sdsu.edu>  
To: Beth Warrem <bwarrem@sdsu.edu>

Fri, Aug 21, 2020 at 9:24 AM

Dear AVPs and Resource Managers,

In light of the COVID-19 pandemic and the guidance provided by the CSU system, all non-essential travel has been suspended through June 30, 2021. President de la Torre has the authority to approve exceptions to travel and in-person meetings when there is a compelling reason that supports the academic and co-curricular mission of the campus. Such exceptions will be granted on a very limited basis. Consequently, the campus is implementing a new travel approval procedure. The TAD approver will no longer be the primary approver of travel. For the 20/21 academic year all travel that is deemed essential will need to be approved by the traveler's Dean/Department Chair/Supervisor AND their Divisional Vice President/Provost, as appropriate. If deemed essential, the travel request will be forwarded to the President for final authorization.

To accommodate this change in required approvals, along with the need to incorporate information regarding the essential nature of travel, the travel preapproval form (T2) has been updated. In addition to the change in the approvals required, the form now incorporates both University and Auxiliary funded travel in one form. The revised T2 and a visual aid showing the new approval process have been attached to this message and posted on the Accounts Payable website. Any travel that does not have the proper approval in advance will not be reimbursed. Please contact me or SDSU Accounts Payable should you have any questions or like any additional information. Additionally, please disseminate this message to the appropriate resource management and other staff within your division, as this message has a limited distribution.

SDSU Research Foundation has also implemented a new approval process for travel. Travelers who plan to use SDSU Research Foundation or Campanile Foundation funds for travel will be required to obtain approval in advance of the trip for the 2020/21 academic year. Requests for travel approval must be submitted using SDSU's revised T2 form with the SDSURF funding information included. All travel that is deemed essential requires the approval of the traveler's Dean/Department Chair/Supervisor AND their Divisional Vice President/Provost, as appropriate. SDSU Accounts Payable will provide the approved T2 form to SDSURF as part of the new workflow. Travelers will be required to confirm that an approved T2 form has been received by SDSURF in advance of making travel arrangements. Any travel that does not have the proper approval in place will not be reimbursed. Questions about project specific travel may be directed to your research foundation SRA grant specialist or fund manager. Questions about SDSURF's travel policy may be directed to Kristine Hipolito at [sdsurfaccounts payable@sdsu.edu](mailto:sdsurfaccounts payable@sdsu.edu).

Regards,  
Beth

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**2 attachments**



**Travel work flow.pdf**  
78K



**T2 SDSU Travel Authorization Form 8-2020.pdf**  
312K