

Sections 1 through 3 of the T2 are completed

Section 3 identifies source of funding – Campus, Sponsored Research Grant or other Auxiliary

If Sponsored Research Grant or other Auxiliary funded, complete Section 4

If Campus funded, complete Sec 5

Regardless of funding source, Traveler completes section 6 Travelers Signature

The T2 is then routed to the appropriate Dean/Department Chair/Supervisor to confirm that travel is essential

- Academic Affairs – Dean’s Office
- Sponsored research/grants – Dean of the college where the grant sits
- KPBS – Tom Karlo
- TCF/URAD – Adrienne Vargas
- Global Campus – Radhika Seshan
- Athletics – Chuck Lang/JD Wicker Non-Academic departments – Supervisor or AVP
- SDSURF Central staff – Michele Goetz

T2 is then routed to the appropriate Dean/Department Chair/Supervisor AND Divisional VP/Provost which is required to confirm that travel is essential

T2 is then routed to SDSU Accounts Payable via Adobesign

Accounts Payable will verify that T2 is properly and fully completed with proper approvals

If Traveler is a SDSURF or Auxiliary employee using SDSURF or Auxiliary funds, Accounts Payable will route the T2 to SDSURF or Auxiliary Organization for processing

If Traveler is a University employee using SDSURF or Auxiliary funds, Accounts Payable will send a copy of the form to SDSURF or Auxiliary Organization and will file the T2 for future

If Traveler is a University employee using campus funds, Accounts Payable will route the T2 to the President’s office for the President’s approval per CSU policy

Once signed by the President, the President’s Office will route the T2 back to Accounts Payable who route the T2 back to the Traveler and will file the T2 for future reference

Traveler completes trip, TEC is completed within 60 days and attaches the approved T2 to the TEC