

Instructions	Complete the form prior to booking any travel and obtain approvals through DocuSign. For instructions specific to each auxiliary, see below:		
Research Foundation	foundation-travel-desk@sjsu.edu	408-924-1400	Tower Foundation Travel Policy
Tower Foundation	TowerAP-group@sjsu.edu	408-924-1765	Research Foundation Travel Policy
All state-funded and/or split-funded travel should be submitted via the University's travel management tool, SAP Concur.			

Source of Funds:	Research Foundation	Tower Foundation	Today's date	
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I. Traveler and Trip Information

Select one:

SJSU Student	SJSU Staff or Faculty	Other (Please specify)	
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Traveler Name		Account Number	
Position or Title		Phone Number	
Trip Requisition Number		Email Address	
Home Address		Travel Dates	
Purpose of Travel			
Destination City, State, and Country			

II. Estimated Expenses (Required)

Transportation	\$
Registration, Fees	\$
Lodging	\$
Meals	\$
Other (specify)	\$
Total:	\$
Amount Estimated	\$

III. Student Travel (Required)

I certify that these expenses (check all that apply):

- ☐ Directly support a faculty member's project or program.
- ☐ Are related to presenting or leading a session at a conference (attach a copy of the conference program).
- ☐ Are incurred while officially representing the university.

IV. Authorization Signature (Required)

Traveler Signature		Date
Direct Supervisor Name		
Direct Supervisor Signature		Date
An Account Signer signature is required below if the supervisor is not an account signer.		
Account Signer Name		
Account Signer Signature		Date

V. Authorization Signatures for International Travel (Refer to Travel Policy for Additional Information)

CFO Name		
CFO Signature		Date
☐	Check the box if travel is to a high-hazard region. Approval is required from the Chancellor's Office and must be attached to this form. Note: High Hazard International Travel also requires Chancellor's Office Approval. Attach approval when submitting this form. Refer to the appropriate Travel Policy listed above for details.	