

## Faculty Travel and Virtual Conference Guide

AY 20202021

### AY 20202021 Approval Processes for Actual (In-Person) Travel

During AY20202021, travel is governed by both budget constraints and by COVID-19 public health guidelines. Therefore, the processes for approval are different this year than from previous years.

The CSU Chancellor's Office announced that essential international and domestic travel will be suspended through June 30, 2021. For more information, please view [the 202021 Systemwide Meetings and Conference memo](#).

All essential travel requires approval from the President. There are different routes for obtaining travel approval depending upon the purpose of the travel.

### RSCA Related Actual (In-Person) Travel

The President has delegated authority to approve RSCA related travel to the Vice President of Research and Innovation (VPRI). If you are traveling locally, domestically, or internationally to support RSCA, you must complete the Return to RSCA process as provided on the SJSU Adapt website: <https://www.sjsu.edu/research/covid19-adaptation/index.html>

Through this process, you will receive approval from the College and the Division of Research and Innovation.

1. Traveler completes the [Environmental Health & Safety \(EH&S\) Checklist \(PDF form\)](#)
2. Traveler uploads the EH&S Checklist to the [SJSU RSCA Project plan \(Google Form\)](#)
3. The VPRI and Dean will confer. If denied, traveler will be notified.
4. If approved, the Project Plan will be reviewed by SJSU Environmental Health and Safety. If approved, the VPRI and Dean will be notified.
5. Dean will notify the Traveler.
6. Traveler enters a travel authorization request into FTS and uploads the RSCA project plan approval.
7. Department Chair and Dean's Office will review and approve. International travel will still require Provost and Presidential approval in FTS.

Given these multiple steps of review and multiple offices involved, travelers should submit requests at least 30 days prior to travel. (60 days is typically required for international travel, once international travel is allowed again 9 weeks is required for high hazard travel).

Only essential travel will be approved by the VPRI. Essential travel is currently defined by the VPRI as travel relating to current RSCA.

Non-RSCA Actual (In-Person) Travel

If you are traveling for a work-related reason that is unrelated to RSCA, you should submit your travel as described on this website <http://blogs.sjsu.edu/financeconnect/2020/08/14/adapted-travel-process>





# When you return. **Travel Reimbursement**

If you have planned ahead, there should be no surprises when you submit your travel reimbursement. Keep in the mind the following:

- Travel reimbursements should be submitted through FTS within 30 days of return.
- Travel using University funds cannot be reimbursed across fiscal years. If you travel during AY 2020-2021, you must submit all travel reimbursement requests by June 1, 2021. (Please consult your admin for potential differences in deadlines depending on funding)

## Information required

- Your travel authorization or TripID number. Once you have an approved Travel Authorization, a Travel Reimbursement will be automatically generated in FTS for you. Use the Travel Reimbursement corresponding to the Travel Authorization number.

## Required Attachments

- Documents submitted with the authorization in FTS will automatically be attached to the travel reimbursement request.
- Original Receipts Receipts are not required for purchases less than \$75. However, for flight, transportation, and registration, itemized receipts are needed.
- Proof of purchase. If the payment method is ambiguous or lost include a copy of your bank statement as proof of payment.

- Proof of presentation. If not included in the

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## Exceptions/Special Cases

### Research Foundation

- Â If you pay for student's or colleague's meals please submit their names along with receipts. List as a business expense and add a note on the claim.
- Â Rental collision insurance can be reimbursed without reserving through Fell Travel.
- Â Airline tickets, conference registration, and lodging are typically reimbursed after. It may be possible to arrange for an advance, with consultation of the Sponsored Programs Manager.

### Student Travel

SJSU students must follow all the same policies and guidelines as SJSU employees. It is the responsibility



Provide details about funding or anything unusual that the approver should be aware of (e.g. if high hazard form is attached). More is better.

Insert the DeptID for the unit providing the fund. Typically, your home department.

Funding Source/Chartfields									
Line #	* Account	* Fund	* DeptID	Program	Class	Project	* Amount	Percentage	
4391		0.00	0.00				606800	70000	

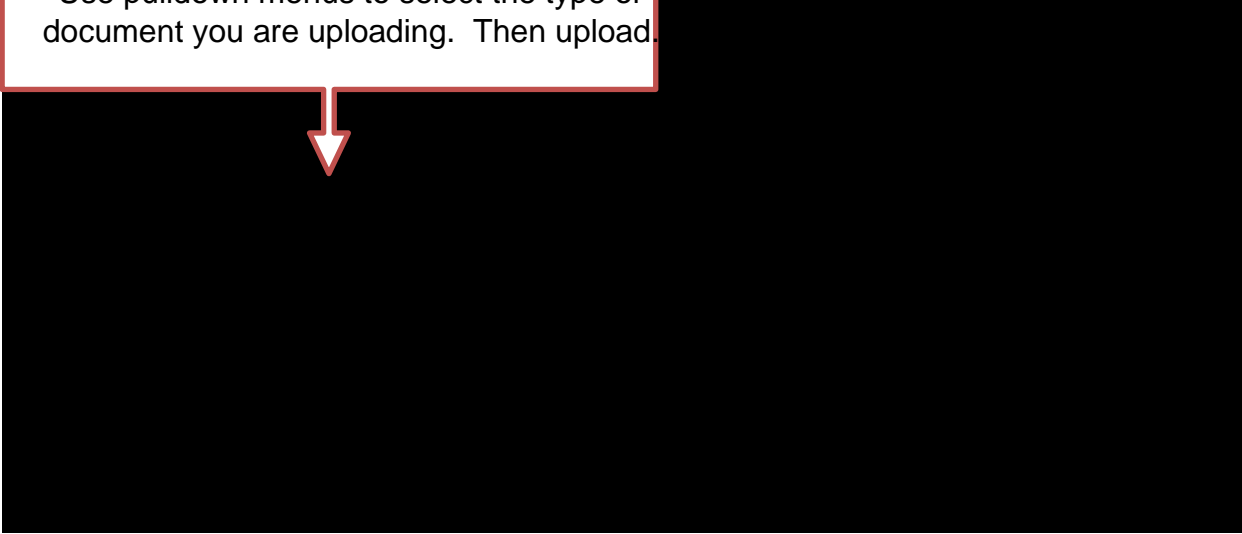
Forstate-funded travel,account #s are:

International travel = 606800  
 California travel = 606001  
 Other domestic travel = 606002  
 Virtual Conferences =  
 606802 (Professional Meeting Costs)  
 660009(Training & Professional Development)



Step7

Use pulldown menus to select the type of document you are uploading. Then upload.



Step8

Click "Submit" and then monitor your request as it proceeds through FTS.

