

Department: Finance and Accounting	
From: Lorelee Quintero	Date: 01/06/2022

This bulletin provides a summary of important travel information for individuals who travel domestically or internationally on behalf of the SJSU Research Foundation. Please note that travelers must obtain advanced approval for travel and travel-related expenditures prior to embarking on the trip and prior to making noncancellable travel arrangements. Programs using U.S. Federal Government funds (including pass-through funds from non-federal entities) require travelers to use U.S. carriers in order to comply with the public law commonly referred to as [the America Act](#).

Travel Reimbursement

The Research Foundation will reimburse travelers for allowable expenses using the three methods listed below. Please note that only one method of reimbursement may be used for the entire trip.

f Per Diem Only ±