Life Cycle of a SDSU Research Foundation Travel Reimbursement Request

**Traveler**
- completes and signs T2
- completes the CAL 12/13 REQUEST FOR FOUNDATION TRAVEL FUNDS; obtains chair’s signature

**Department Coordinator**
- reviews T2 for completeness
- makes a copy of the T2 for department files
- forwards original T2 to the Dean's Office, attn: Evelyn Bareño, along with the CAL 13/14 REQUEST FOR FOUNDATION TRAVEL FUNDS and other documentation

**Dean's Office**
- Obtains Dean's signature on T2; forwards T2 to the AVP of Faculty Affairs
- Obtains approval for CAL 13/14 REQUEST FOR FOUNDATION TRAVEL FUNDS
- Returns the CAL 13/14 REQUEST FOR FOUNDATION TRAVEL FUNDS to the department
- Forwards the Travel Advance Request (if requested) to Foundation for payment

**Traveler or Department staff**
- completes the SDSU RESEARCH FOUNDATION TRAVEL REIMBURSEMENT REQUEST 2013 within 30 days after the trip has ended

**Department Coordinator**
- includes copy of the T2 form as page 2 of the SDSU RESEARCH FOUNDATION TRAVEL REIMBURSEMENT REQUEST 2013
- subtracts advance from the claim subtotal
- verifies that Claim Total does not exceed amount to be reimbursed by the Dean's Office, based on the percentage approved on the CAL 13/14 REQUEST FOR FOUNDATION TRAVEL FUNDS
- makes a copy of the Reimbursement Request for department records
- forwards SDSURF Travel Reimbursement Request and associated receipts to the Dean's Office, attn: Evelyn Bareño

*Note: for individuals requesting reimbursement from both State and Foundation, the Department Coordinator must attach a copy of the State Travel Expense Claim with the FOUNDATION TRAVEL REIMBURSEMENT REQUEST, as well as a copy of the FOUNDATION TRAVEL REIMBURSEMENT REQUEST with the State Travel Expense Claim*