

TRAVEL PACKET

STEP-BY-STEP PROCEDURES FOR A SUCCESSFUL TRIP

Travel Paid for by Associated Students

- Step 1: Get your trip approved by your Student Organization.
- Step 2: The organization approving your trip records its approval in its minutes.
- Step 3: Download this “Travel Packet” at http://www.as.sdsu.edu/admin/forms/travel_index.html or stop by the Associated Students Business Office (lower level Aztec Center room 168) and pick up a hard copy to fill out.
- Step 4: Submit this completed “Travel Packet” and all required forms, including a copy of the student organization minutes where the travel was approved to the Associated Students Business Office no LATER THAN 2 WEEKS before your trip.
- Step 5: Associated Students Finance Board approves or disapproves the trip and funding...

**Before traveling, check with the Associated Students
Business Office on the status of your travel request**

- Step 6: Complete your travel, saving all receipts, as well as documentation of attendance at the function (i.e. official conference agenda, etc.)
- Step 7: Submit a “Travel Expense Report” and “Check Request” form, available online at <http://as.sdsu.edu/admin>, with your original receipts to the Associated Students Business Office (lower level Aztec Center room 168) by 4 p.m. on Monday.
- Step 8: Pick up your travel reimbursement check 1 week later on Friday after 1 p.m. from the Associated Student Business Office.

Note: If your trip is not approved, there may be other sources for your funding needs, such as the IRA (Inter-Related Activities) fund, which is administered by each Colleges’ Dean’s Office. For access to these funds, additional steps and a written proposal would be required.