TOWFR	FOUNDATION
	I CONDITION

Tower Foundation One Washington Square San Jose, CA 95192-0183 408-924-1779

SJSU

Request for Travel Approval

This form must be completed prior to any university related travel by Auxiliary employees. Fill out the form in its entirety and obtain necessary approval. For SJSU employees, please submit a Travel Authorization request online in <u>FTS</u>. *Traveler is responsible for complying with Tower Foundation <u>Travel Policy</u>.*

I. Department	
Tower Account Number:	Department:
Contact Name:	Campus Phone Number:
II. Traveler Information	
Name:	Job Title:
Campus Phone Number:	
International Travel (Must be approved	30 days prior to travel. Refer to section V for additional requirements.)
·	
Purpose of Travel:	
IV. Authorization Signatures	Date:
Supervisor/Department Chair:	Date:
Vice President/Provost ¹ :	Date:
President ¹ :	Date:
V. For International Travel Only Insurance is required for SJSU employees on international Compliance Manager in the <u>Budget and Risk Management</u>	
This travel is part of a faculty-led program or a study at program.	broad program where travel insurance is included in the