SST Field Trip Paperwork Process

1. Faculty Request Field Trip Approval
   - SST Field Trip Request Form
     - Due at the beginning of the semester. Include any additional info/documents: lodging quote, etc.

2. Faculty Request Travel Approval
   - Academic Affairs Travel Authorization Form*

3. Staff
   - Send Field Trip Paperwork to Students
   - Start EREQ process as needed

4. Staff
   - Place Enterprise Vehicle Reservations (if needed)

5. Faculty
   - Submit Travel Expense Claim
     - (If seeking reimbursement)

*If you’re requesting a travel advance, submit the International Travel Authorization/Travel Advance form instead of the AA Travel Auth.

**Per CSU travel policy, Travel Claims must be submitted to Accounts Payable within 60 days of travel.