CSUN | The University Corporation — Travel Approval Procedure
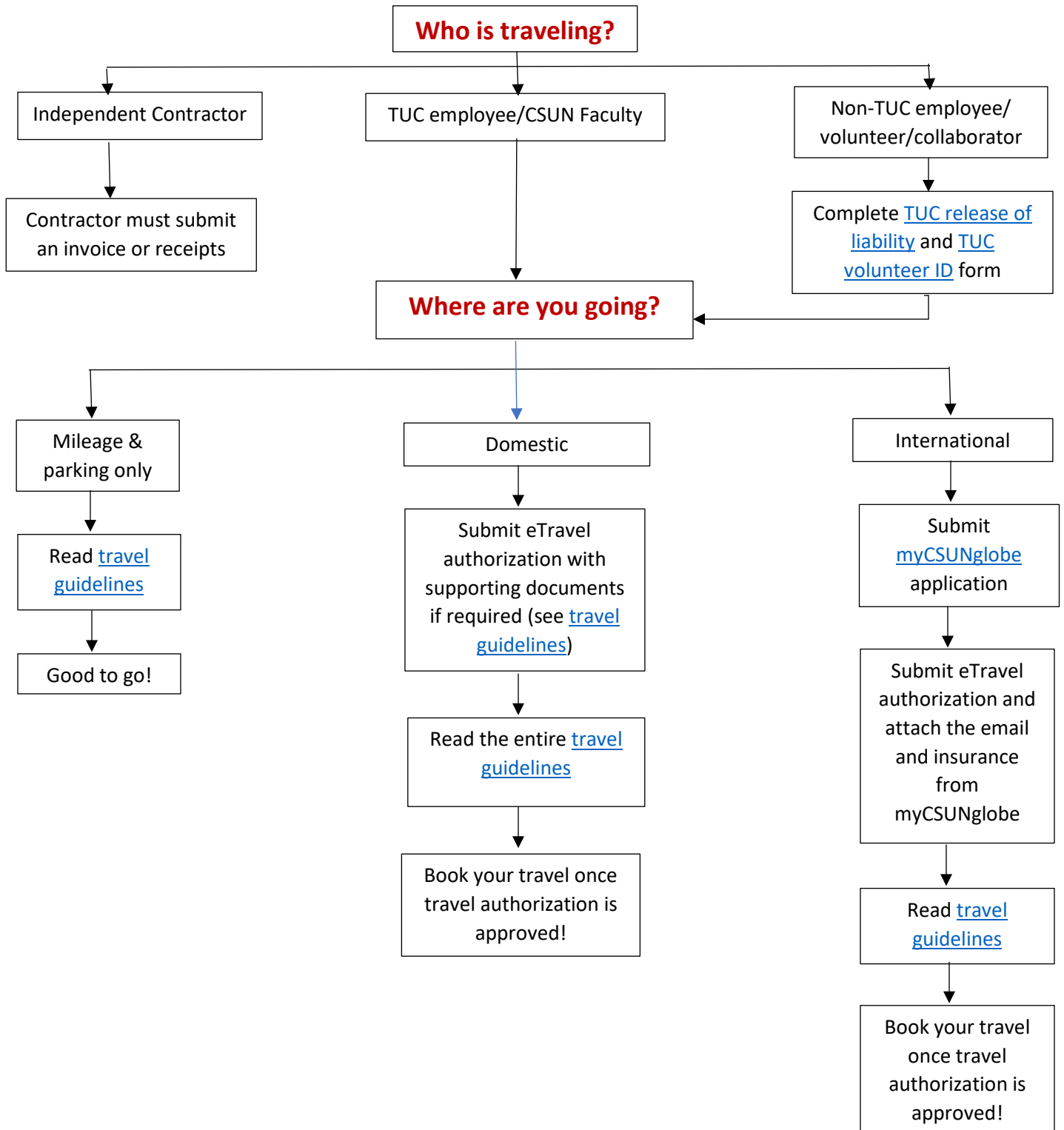
This applies to sponsored projects with travel account. If a project does not have a travel account, a budget revision and/or sponsor approval will be required.

TUC Travel Guidelines Quick Reference Guide

Who is traveling?

- **Independent Contractor**
  - Contractor must submit an invoice or receipts

- **TUC employee/CSUN Faculty**

- **Non-TUC employee/ volunteer/collaborator**
  - Complete TUC release of liability and TUC volunteer ID form

Where are you going?

- **Mileage & parking only**
  - Read travel guidelines
  - Good to go!

- **Domestic**
  - Submit eTravel authorization with supporting documents if required (see travel guidelines)
  - Read the entire travel guidelines
  - Book your travel once travel authorization is approved!

- **International**
  - Submit myCSUNglobe application
  - Submit eTravel authorization and attach the email and insurance from myCSUNglobe
  - Read travel guidelines
  - Book your travel once travel authorization is approved!

If faculty is traveling internationally with students, please ensure that you complete Faculty-Led Program Proposal. Please contact mycsunglobe@csun.edu if you have any questions regarding international travel.