

From: [Jill Heath](#)
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Simplified Adobe Sign Travel Request Process
Date: Tuesday, January 25, 2022 10:28:21 AM
Attachments: [image003.png](#)
[ATT00001.txt](#)



Partners in Campus Business Operations

Simplified Adobe Sign Travel Request Process

Sent On behalf of: CSUSM Travel Office

Dear PCBO Community,

The Travel Office has simplified the Adobe Sign Travel Request process, based on feedback from frequent users.

Please note that this ONLY applies to users that are not in Concur, which **currently includes auxiliary employees, stateside employees using auxiliary funds, and stateside employees using split funding between state and auxiliary.**

We have retired our previous Travel Request Adobe Sign form, and replaced it with just the signature routing function of Adobe Sign. In addition, we have combined the Travel Request and Travel Expense Report (Excel form) into one form.

CALIFORNIA STATE UNIVERSITY SAN MARCOS *Travel Request and Expense Report Form*

CSUSM 262 - Rev. 10/21

OR OR
 CSUSM FOUNDATION CORP

Check box for new address

CLAIMANT'S NAME CLAIMANT'S ADDRESS CITY STATE ZIP CODE

DEPARTMENT POSITION / TITLE

Travel Request Supplemental Claim (Airfare) Final Claim

TYPE OF TRAVELER (please check one)

FACULTY STAFF MPP STUDENT CANDIDATE OTHER, EXPLAIN: _____

DATE OF TRAVEL	TIME	LOCATION OF TRAVEL	LOGGING	BREAKFAST	LUNCH	DINNER	INCIDENTALS	REGISTRATION BUSINESS EXPENSE	TOLLS PARKING	PRIVATE CAR USE			TRANSPORTATION		HOSPITALITY WHILE TRAVELING		TOTAL EXPENSE PER DAY
										MILES	RATE	AMOUNT	COST (\$)	TYPE	COST (\$)	TYPE	
										0.585		\$0.00					0.00

This allows users to fill out the form once for the Request, upload and route it for approval through Adobe Sign, and just update that same form when they have the actual amounts for reimbursement and route for final approval through Adobe Sign.

You will find step-by-step instructions for this process on our [Travel Forms](#) page.

In addition, we have a new [Booking Tool](#) where users can schedule quick 15-minute appointments with a Travel Analyst, for help on any travel topic.

Please contact traveloffice@csusm.edu for help with these new processes, or any travel-related questions!

Thank you,
 CSUSM Travel Office