Travel Reimbursement Life Cycle
Foundation Reimbursements from the Dean's Office

**Traveler**
- completes and signs T2
- completes the **CAL 15/16 REQUEST FOR FOUNDATION TRAVEL FUNDS**; obtains chair’s signature

**Department Coordinator**
- adds department's account number on the T2 if using state funds to reimburse
- reviews T2 for completeness
- makes a copy of the T2 for department files
- forwards original T2 to the Dean's Office, attn: Evelyn Bareño, along with the **CAL 15/16 REQUEST FOR FOUNDATION TRAVEL FUNDS** and other documentation (FTIP, Hotel Addendum)
- If an advance is requested, includes a Foundation Disbursement (Check) Request

**Dean’s Office**
- Obtains Dean's signature on T2; forwards T2 to the AVP of Faculty Affairs
- Obtains approval for **CAL 15/16 REQUEST FOR FOUNDATION TRAVEL FUNDS**
- Returns the **CAL 15/16 REQUEST FOR FOUNDATION TRAVEL FUNDS** to the department

**Traveler or Department staff**
- completes the **FOUNDATION TRAVEL REIMBURSEMENT REQUEST** within 60 days after the trip has ended

**Department Coordinator**
- includes copy of the T2 form as page 2 of the **FOUNDATION TRAVEL REIMBURSEMENT REQUEST**
- subtracts advance from the reimbursement request subtotal
- verifies that reimbursement request Total does not exceed amount to be reimbursed by the Dean's Office, based on the percentage approved on the **CAL 15/16 REQUEST FOR FOUNDATION TRAVEL FUNDS**
- makes a copy of the **FOUNDATION TRAVEL REIMBURSEMENT REQUEST** for department records
- forwards the **FOUNDATION TRAVEL REIMBURSEMENT REQUEST** and associated receipts to the Dean's Office, attn: Evelyn Bareño