

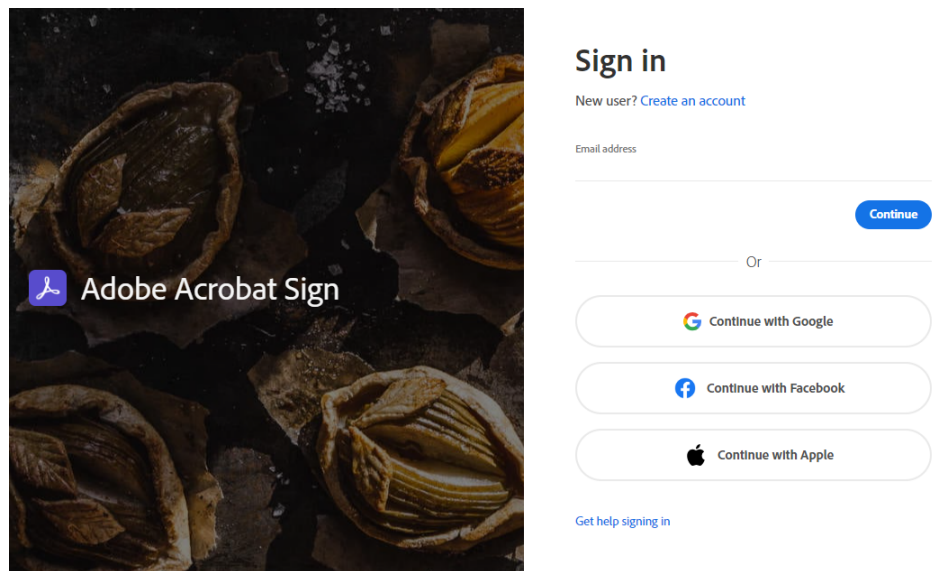
## How to access Access & Submit the T1/T2 Form Guide

All SDSU employees have access to Adobe Sign, which allows them to access forms and workflows. Please follow the steps below to learn how to access the different T1/T2 forms via Adobe Sign Workflows.

 ***If you are a new employee please make sure to submit an IT ServiceNow ticket to have Adobe Sign activated.***

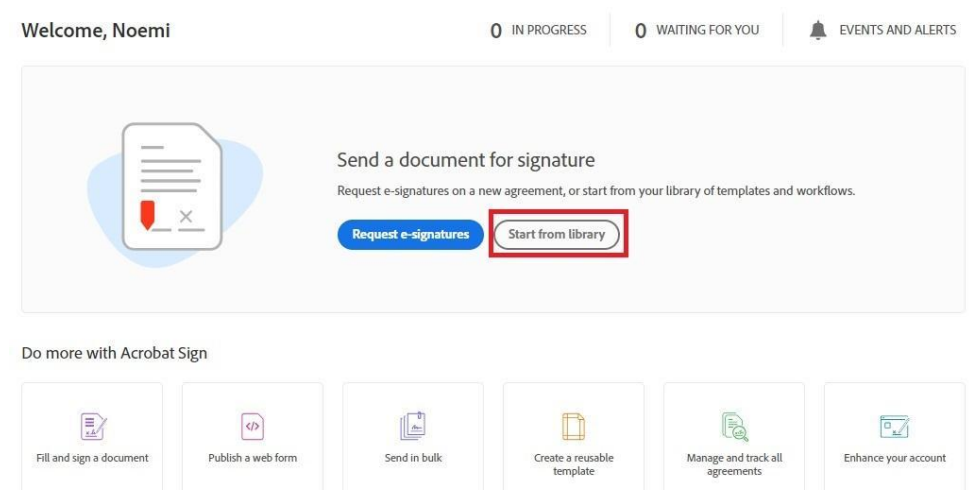
### Step 1:

Log into Adobe Sign by using this URL:  
<https://esign.sdsu.edu>



### Step 2:

Select the **Start from Library** button from the home page in Adobe Sign



### Step 3:

Select **Workflows** from the left-hand column & **Search** for T1/T2 to find the forms available

#### Start from library

Library  
Recent Templates  
Templates  
**Workflows**  
Power Automate

×

 P2P - T2

| Name                                  | Last Modified |
|---------------------------------------|---------------|
| Account Workflows                     |               |
| P2P - T2 Domestic (AA/SACD only)      | 11/20/2023    |
| P2P - T2 Domestic (Non-AA/SACD)       | 11/20/2023    |
| P2P - T2 International (AA/SACD only) | 11/20/2023    |
| P2P - T2 International (Non-AA/SACD)  | 11/20/2023    |

Cancel
Start

### Step 4:

Find the T1/T2 form that is needed for your type of travel & select **Start**

#### Start from library

Library  
Recent Templates  
Templates  
**Workflows**  
Power Automate

×

 P2P - T2

| Name                                  | Last Modified |
|---------------------------------------|---------------|
| Account Workflows                     |               |
| P2P - T2 Domestic (AA/SACD only)      | 11/20/2023    |
| P2P - T2 Domestic (Non-AA/SACD)       | 11/20/2023    |
| P2P - T2 International (AA/SACD only) | 11/20/2023    |
| P2P - T2 International (Non-AA/SACD)  | 11/20/2023    |

Cancel
Start

**Please refer to the matrix provided to learn more on the different types of T1/T2 forms**

| T1/T2 Travel Authorization Form - DOMESTIC (All Employees <b>EXCEPT</b> AA & SACD)                                                                                                                                                                                                                   | T1/T2 Travel Authorization Form - DOMESTIC (AA & SACD Employees <b>ONLY</b> )                                                                                                                                                                                                                | T1/T2 Travel Authorization Form - INTERNATIONAL (All Employees <b>EXCEPT</b> AA & SACD)                                                                                                                                                                                                                   | T1/T2 Travel Authorization Form - INTERNATIONAL (AA & SACD Employees <b>ONLY</b> )                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>- For all employees, <b>EXCEPT</b> those in Academic Affairs (AA) or Student Affairs &amp; Campus Diversity (SACD)</li> <li>- When using campus funds for domestic travel</li> <li>- Requires approval from the traveler's HR supervisor of record</li> </ul> | <ul style="list-style-type: none"> <li>- For Academic Affairs (AA) and Student Affairs &amp; Campus Diversity (SACD) <b>ONLY</b></li> <li>- When using campus funds for domestic travel</li> <li>- Requires approval from the traveler's HR supervisor of record and the Dean/AVP</li> </ul> | <ul style="list-style-type: none"> <li>- For all employees, <b>EXCEPT</b> those in Academic Affairs (AA) or Student Affairs &amp; Campus Diversity (SACD)</li> <li>- When using campus funds for international travel</li> <li>- Requires approval from the traveler's HR supervisor of record</li> </ul> | <ul style="list-style-type: none"> <li>- For Academic Affairs (AA) and Student Affairs &amp; Campus Diversity (SACD) <b>ONLY</b></li> <li>- When using campus funds for international travel</li> <li>- Requires approval from the traveler's HR supervisor of record and the Dean/AVP</li> </ul> |

### Step 5:

Enter the **email addresses** required under the Recipients section and complete any necessary fields

#### P2P - T2 Domestic (Non-AA/SACD)

How this workflow works?  
Workflow for T2 Domestic:

Send from: BFA (Primary Group) more v

**Recipients** ?

Preparer\*

 Myself ✉ v Email

Traveler\*

 Enter recipient email ✉ v Email

Supervisor of Record\*

 Enter recipient email ✉ v Email

FAH Approver\*

 Enter recipient email ✉ v Email

AP Travel\*

 sdsuaptravel@sdsu.edu ✉ v Email

CC | Hide

Cc

Enter CC's emails

**Document Name \***

P2P - T2 Domestic (signers: Preparer, Traveler, TAD, A/P)

**Message \***

Please Sign T2. Instructions for Signers. 1. Traveler review T2, fill out addition info if needed, then sign. > route to Supervisor. 2. Supervisor review T2, fill out addition info if needed, then sign. > route to Supervisor. 3. TAD review T2, then sign. > route to A/P. 4. A/P review T2, then sign and process. > End. Completed Signed T2 will automatically be sent to all parties to the agreement.

**Files**

SDSU - T1/T2 Domestic - All Employees EXCEPT AA & SACD (this with no AVP approval required) \*

SDSU - T1/T2 Domestic - All Employees EXCEPT AA & SACD (this with no AVP approval required)

Send

### Step 6:

Select the **Send** button to submit the form

### P2P - T2 Domestic (Non-AA/SACD)

How this workflow works?

Workflow for T2 Domestic:

Send from: BFA (Primary Group) more

#### Recipients

Preparer\*

 **Myself**  Email

Traveler\*

 Enter recipient email  Email

Supervisor of Record\*

 Enter recipient email  Email

FAH Approver\*

 Enter recipient email  Email

AP Travel\*

 sdsuaptravel@sdsu.edu  Email

CC | [Hide](#)

Cc

Enter CC's emails

Document Name \*

P2P - T2 Domestic (signers: Preparer, Traveler, TAD, A/P)

Message \*

Please Sign T2. Instructions for Signers. 1. Traveler review T2, fill out addition info if needed, then sign. > route to Supervisor. 2. Supervisor review T2, fill out addition info if needed, then sign. > route to Supervisor. 3. TAD review T2, then sign. > route to A/P. 4. A/P review T2, then sign and process. > End Completed Signed T2 will automatically be sent to all parties to the agreement.

Files

|                                                                                               |                                                                                     |                                                                                             |
|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| SDSU - T1/T2 Domestic - All Employees EXCEPT AA & SACD (this with no AVP approval required) * |  | SDSU - T1/T2 Domestic - All Employees EXCEPT AA & SACD (this with no AVP approval required) |
|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|

**Send**