Access Adobe Sign Document
for SDSURF Traveler on RF Funds

A. Begin by logging into AdobeSign at this link:  https://esign.sdsu.edu

B. Click Start from Library.

C. Click the Workflows Tab where you will find the SDSURF T1/T2 Domestic and International Travel pre-approval forms using Research Foundation funds.
D. The form will pop-up and here you can fill out the necessary fields that will be used to approve the T1/T2 form.

E. The Preparer, Traveler, Fund Manager / PI and SDSURF or SDSURF Affiliate Signature are all required to provide approval to complete the T1/T2 form.

F. T1/T2 forms will be routed to assigned approvers.

G. Questions about SDSU Research Foundation’s travel policy may be directed to Kristine Hipolito at khipolito@sdsu.edu or sdsurfap@sdsu.edu. Please contact SDSU Accounts Payable at sdsuaptravel@sdsu.edu if you have any questions regarding this change or any other University travel-related inquiry.