

## 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.

San Diego State University | POWERED BY Adobe Sign

Home Send Manage Reports

Welcome, 0 IN PROGRESS 2 WAITING FOR YOU EVENTS AND ALERTS

Send a document for signature  
Request signatures on a new agreement, or start from your library of templates and workflows.

Request signatures Start from library

Do more with Adobe Sign

- Fill and sign a document
- Publish a web form
- Send in bulk with Mega Sign
- Create a reusable template
- Manage and track all agreements
- Enhance your account

Language: English: US © 2021 Adobe. All rights reserved. Terms Consumer Disclosure Trust Cookie preferences

C. Click the Workflows Tab where you will find the SDSURF T1/T2 Domestic and International Travel pre-approval forms using Research Foundation funds.

San Diego State University | POWERED BY Adobe Sign

Home Send Manage Reports

Welcome, 2 WAITING FOR YOU EVENTS AND ALERTS

Begin →

Start from library

Library

Templates

Workflows

Select International or Domestic Travel from the List

Search

Name	Last Modified
Account Workflows	
UPD - Authorization to Renew Campus Access	05/21/2021
UPD - Authorization for Smart Classroom Podium Access	05/21/2021
AP - (CTC-Travel) Credit Card Request for MCC To Be Opened	05/21/2021
<b>SDSURF - T1/T2 (Foundation Employees with Foundation Fu...</b>	<b>05/21/2021</b>
AP - iExpense Gas Card for University Owned Vehicles	05/21/2021
SDSU - Service Learning Agreement:Amendment	05/21/2021
BIS - Oracle Account Access Form	01/14/2020
JDP-5 SDSU/UCSD - Report of the Final Examination and Fill...	06/11/2020
AP - (CTC-Travel) Credit Card Temporary Limit Increase Req...	05/21/2021
AP - iExpense Credit Card Request for Participation Form	05/21/2021

Cancel Start

Fill out Form

Language: English: US © 2021 Adobe. All rights reserved. Terms Consumer Disclosure Trust Cookie preference

- 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.

The screenshot shows a web form titled "Recipients" with a "more" dropdown and a help icon. It contains four required fields, each with a red arrow pointing to it:

- Preparer (Sender) \***: A dropdown menu with "Myself" selected and an "Email" button.
- Traveler \***: A text input field with a placeholder "Enter recipient email" and an "Email" button.
- Fund Manager \***: A text input field with a placeholder "Enter recipient email" and an "Email" button.
- SDSURF \***: A text input field with a placeholder "Enter recipient email" and an "Email" button.

Below these fields are sections for:

- Document Name \***: A text input field containing "SDSURF - T1/T2 (signers: Preparer, Traveler, Fund Manager, SDSURF)".
- Message \***: A text area containing the following text: "Please Sign T1/T2 for Foundation Employees with Foundation Funds. Instructions for Signers. 1. Traveler review T1/T2, fill out addition info if needed, then sign. > route to Supervisor. 2. Fund Manager review T1/T2, fill out addition info if needed, then sign. > route to SDSURF. 3. SDSURF review T1/T2, then sign and process. > End Completed Signed T1/T2 will automatically be sent to all parties to the agreement."
- Files**: A list of files including "T1/T2 - (SDSURF) Travel Authorization" and "T1/T2 - (SDSURF) Travel Authorization".

A red arrow points to a blue "Send" button at the bottom of the 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](mailto:khipolito@sdsu.edu) or [sdsurfap@sdsu.edu](mailto:sdsurfap@sdsu.edu). Please contact SDSU Accounts Payable at [sdsuaptravel@sdsu.edu](mailto:sdsuaptravel@sdsu.edu) if you have any questions regarding this change or any other University travel-related inquiry.