

## Adobe Sign Instructions for Pre-approval for Domestic Travel Greater than \$2,500 and All International Travel Form

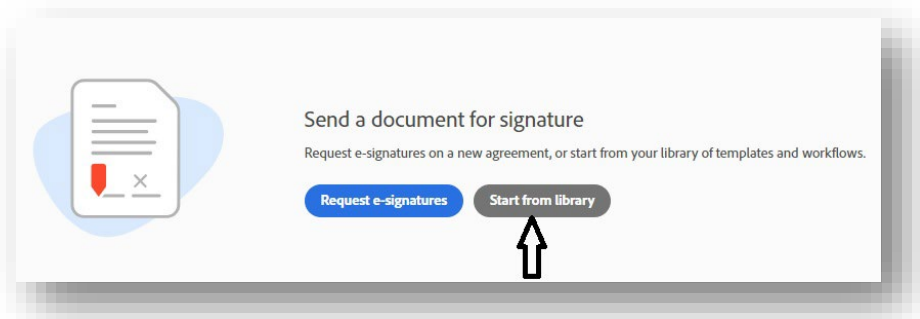
The following are step-by-step instructions on using Adobe Sign to fill out and send the travel form to all appropriate individuals required for approval.

Below is an example of the Pre-approval for Domestic Travel Greater than \$2,500 and All International Travel Form already filled out. Please request a new form and do not attempt to use the example below.

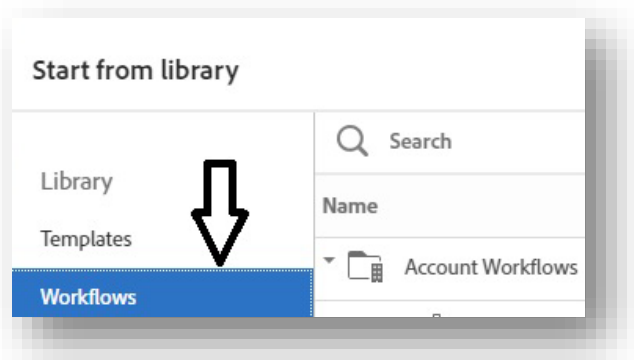
An account with Adobe Sign is required. You must request access to an Adobe Sign account (this is separate from the Adobe Creative Cloud account). If you do not already have an Adobe Sign account assigned, please visit the [Technology Services Website](#), click the button labeled “Request an Adobe Sign Account,” and fill out a ticket.

If you have any questions or concerns, please email the Academic Resource Office: [aro@mail.fresnostate.edu](mailto:aro@mail.fresnostate.edu).

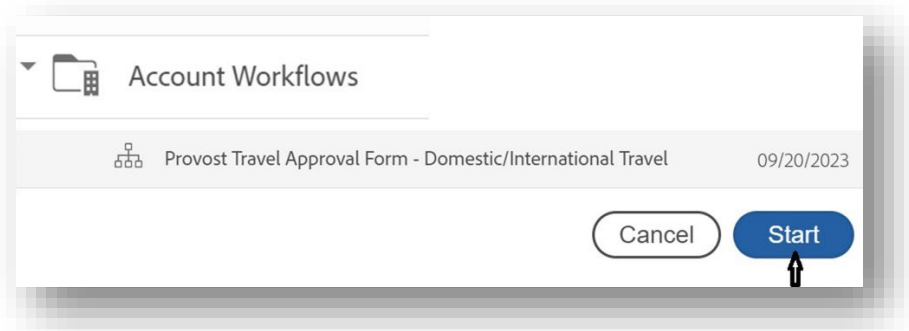
### 1. Click on **Start from Library**.



### 2. Under Library, click on **Workflows** (do not use Templates).



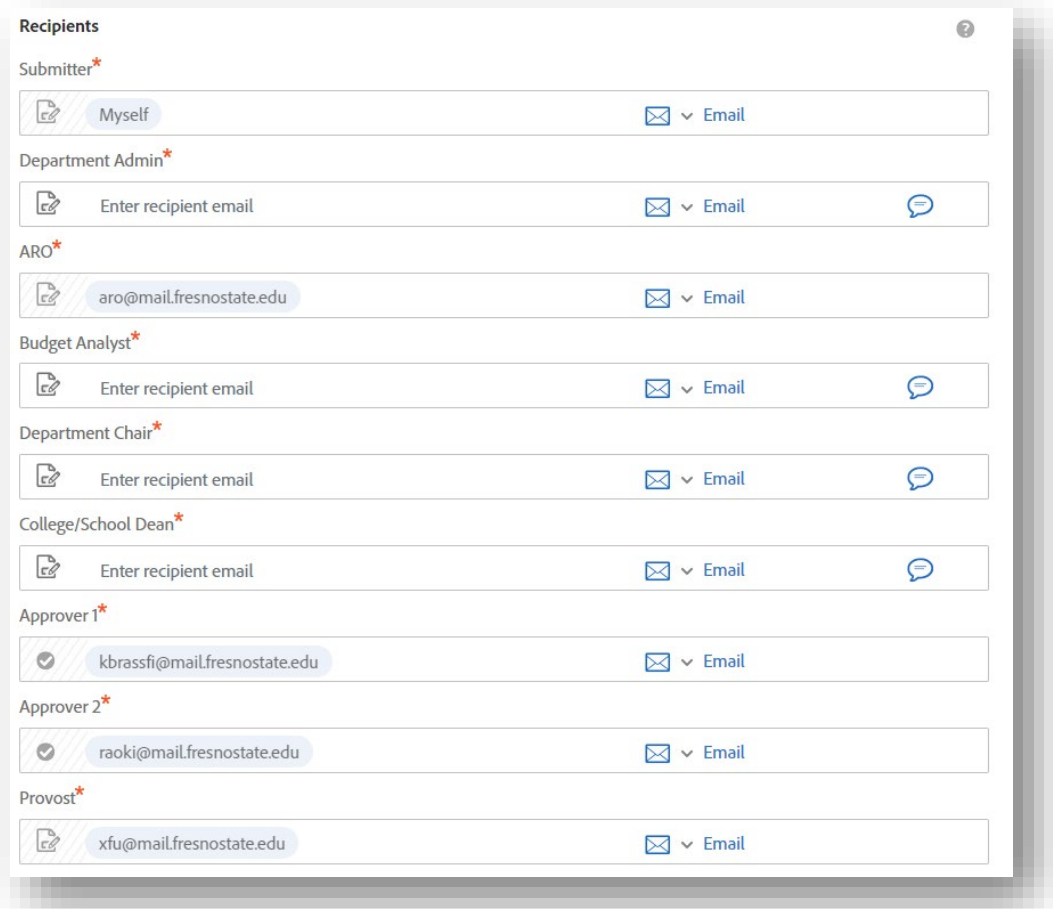
### 3. Under Account Workflows, you will click on **Provost Travel Approval Form – Domestic/International Travel**. Then click **Start** in the bottom right corner.



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#### Pre-approval for Domestic Travel Greater than \$2,500 and All International Travel Form

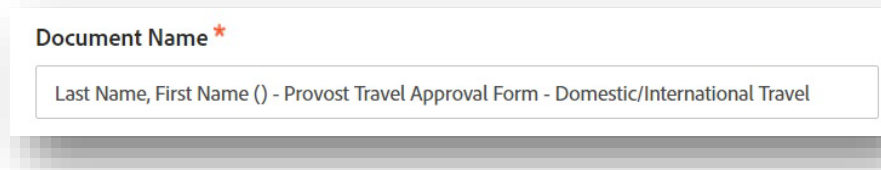
4. The Workflow will automatically list you as the submitter. You must enter your **Department Admin, Department Chair** and **College/School Dean's** email address. Please pay attention to ensure you enter the correct emails into the appropriate roles.
5. **Please Note:** The recipient's email address must be in the **mail.fresnostate.edu** format.



The screenshot shows the 'Recipients' section of the Adobe Sign interface. It lists various roles with their corresponding email addresses or input fields:

- Submitter\***: Myself (selected), Email
- Department Admin\***: Enter recipient email, Email
- ARO\***: aro@mail.fresnostate.edu (selected), Email
- Budget Analyst\***: Enter recipient email, Email
- Department Chair\***: Enter recipient email, Email
- College/School Dean\***: Enter recipient email, Email
- Approver 1\***: kbrassfi@mail.fresnostate.edu (checked), Email
- Approver 2\***: raoki@mail.fresnostate.edu (checked), Email
- Provost\***: xfu@mail.fresnostate.edu (selected), Email

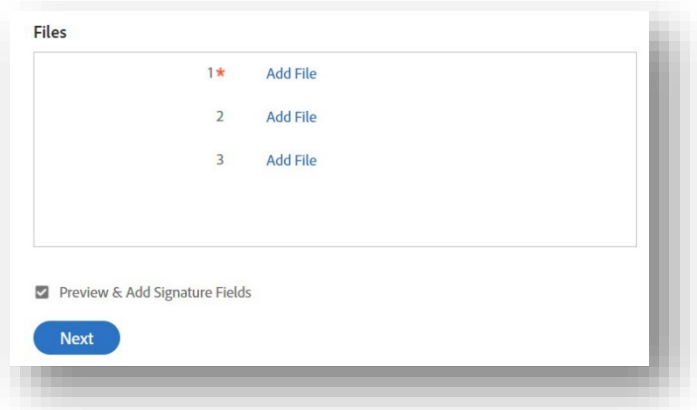
6. Under Document Name, type the traveler's Last Name, First Name, and if it is Domestic or International travel.



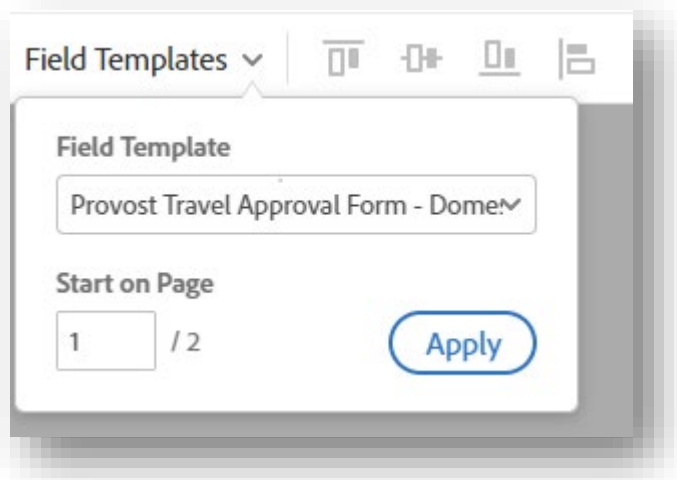
The screenshot shows the 'Document Name' field with the following text entered: Last Name, First Name () - Provost Travel Approval Form - Domestic/International Travel

7. Under Files, click Add File and upload a completed Pre-approval for Domestic Travel Greater than \$2,500 and All International Travel Form. This is where any additional documentation may be submitted as well. Then click **Next**.

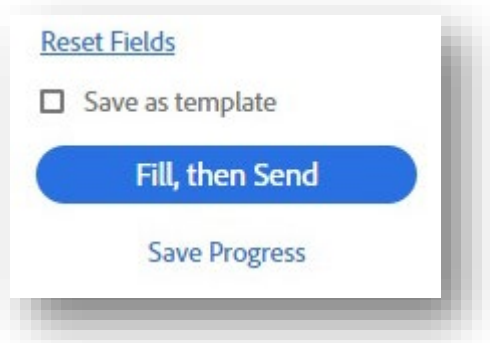
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8. After clicking **Next**, this will take you to the document for preparation.
9. Under Field Templates click on Select..., and click on Provost Travel Approval Form – Domestic/International Travel. Then click **Apply** in the bottom right corner.



10. Ensure all fields are filled in correctly, then click on **Fill, then Send**.



### Attachments:

1. A list of the Deans by School/College and their emails.
2. An example of the Pre-approval for Domestic Travel Greater than \$2,500 and All International Travel Form filled out.

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**Deans by School/College**

**Craig School of Business**

<b>Dean: David Vera</b>	<a href="mailto:dvera@mail.fresnostate.edu">dvera@mail.fresnostate.edu</a>
<b>Budget Analyst: Dayna Matsumura</b>	<a href="mailto:daynam@mail.fresnostate.edu">daynam@mail.fresnostate.edu</a>

**Kremen School of Education & Human Development**

<b>Dean: Randy Yerrick</b>	<a href="mailto:yerrick@mail.fresnostate.edu">yerrick@mail.fresnostate.edu</a>
<b>Budget Analyst: Mark Rodriguez</b>	<a href="mailto:msrodriguez@mail.fresnostate.edu">msrodriguez@mail.fresnostate.edu</a>

**Lyles College of Engineering**

<b>Dean: Ram Nunna</b>	<a href="mailto:rnunna@mail.fresnostate.edu">rnunna@mail.fresnostate.edu</a>
<b>Budget Analyst: Zaida Reyna</b>	<a href="mailto:zreyna@mail.fresnostate.edu">zreyna@mail.fresnostate.edu</a>

**College of Health & Human Services**

<b>Interim Dean: Kara Zografos</b>	<a href="mailto:kzografost@mail.fresnostate.edu">kzografost@mail.fresnostate.edu</a>
<b>Interim Budget Analyst: Azucena Gutierrez</b>	<a href="mailto:azucenag@mail.fresnostate.edu">azucenag@mail.fresnostate.edu</a>

**College of Science & Mathematics**

<b>Dean: Christopher Meyer</b>	<a href="mailto:cmeyer@mail.fresnostate.edu">cmeyer@mail.fresnostate.edu</a>
<b>Budget Analyst: Nancy Gomez</b>	<a href="mailto:ngomez@mail.fresnostate.edu">ngomez@mail.fresnostate.edu</a>

**College of Social Sciences**

<b>Dean: Elizabeth Lowham</b>	<a href="mailto:elowham@mail.fresnostate.edu">elowham@mail.fresnostate.edu</a>
<b>Budget Analyst: Julie Watson</b>	<a href="mailto:juliew@mail.fresnostate.edu">juliew@mail.fresnostate.edu</a>

**Jordan College of Ag Sciences & Technology**

<b>Dean: Rolston St. Hilaire</b>	<a href="mailto:rsthilaire@mail.fresnostate.edu">rsthilaire@mail.fresnostate.edu</a>
<b>Budget Analyst: Zachary Kaiser</b>	<a href="mailto:zkaiser@mail.fresnostate.edu">zkaiser@mail.fresnostate.edu</a>

**College of Arts & Humanities**

<b>Dean: Honora Chapman</b>	<a href="mailto:hchapman@mail.fresnostate.edu">hchapman@mail.fresnostate.edu</a>
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**Library**

<b>Interim Dean: Bernadette Muscat</b>	<a href="mailto:bmuscat@mail.fresnostate.edu">bmuscat@mail.fresnostate.edu</a>
<b>Budget Analyst: Delia Medrano</b>	<a href="mailto:deliamedrano@mail.fresnostate.edu">deliamedrano@mail.fresnostate.edu</a>