

## Biology Pre-Travel Worksheet

Name \_\_\_\_\_ CSU ID# \_\_\_\_\_ Current employee? ☐ Yes ☐ No

You are: ☐ Faculty ☐ Postdoc, Research Scientist or Research Associate ☐ Student

Address \_\_\_\_\_ E-mail \_\_\_\_\_ Phone # \_\_\_\_\_

Destination \_\_\_\_\_ Date of departure \_\_\_\_\_ Return \_\_\_\_\_

Reason for travel \_\_\_\_\_

Travel is: ☐ In state ☐ Out of state ☐ International

Who will cover for you in your absence?

Lab \_\_\_\_\_ contact info \_\_\_\_\_

Teaching \_\_\_\_\_ contact info \_\_\_\_\_

☐ No-cost to University (end here) ☐ University funds (continue)

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Account # (**REQUIRED**) \_\_\_\_\_

Purpose and Justification: (How does this travel specifically relate to your sponsor's project?)

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Airfare purchased through (check 1) Travel Society _____ New Horizons _____
Frosch Travel _____ Online purchase (provide price comparison) _____ Amount \$ _____

### Estimated expenses:

Lodging \$ \_\_\_\_\_

Meals (estimated total) \$ \_\_\_\_\_

Registration \$ \_\_\_\_\_

Auto Rental, Gas \$ \_\_\_\_\_  
(Enterprise, Avis, Budget, Hertz only)

Parking \$ \_\_\_\_\_

Shuttle, Taxi, Tolls, etc. \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

### Notes:

1) P-card is allowable only for registration fees.

2) Use State Travel Card (Citibank Visa) for car rental and internet airfare purchases.  
Use Enterprise within Colorado.

3) Detailed lodging receipts needed, showing dates, rate, tax and payments applied.

4) Turn in all receipts with post-travel form.

Estimated mileage (# of miles) \_\_\_\_\_

Is a cash advance needed? \_\_\_\_\_ If yes, what amount? \_\_\_\_\_