

REQUIRED TRAVEL INFORMATION

Your trip should be planned 3 - 4 weeks in advance and all appropriate paperwork, including this form, given to Nancy or Neda. Please provide all requested information. Missing information will delay the processing of the travel authorization. Note that all INTERNATIONAL travel requires approval by the Dean, as well as registration with Risk Management at <http://www.ehs.colostate.edu/WRisk/travelHome.aspx>. A copy of the Risk Management approval must be attached to the travel request sent to the Dean. International travel for a student requires additional approval from the Office of International Programs.

Reminder: The University P Card **CANNOT** be used for lodging, meals or transportation expenses.

1. Name of Traveler: _____
 2. Fund number(s) or No Cost: _____
 3. CSU ID Number: _____
 4. Email address: _____
 5. Personal contact phone #: _____ Emergency contact name: _____
Emergency contact phone #: _____
 6. Destination(s) and dates of your trip. Include travel days before and after conference and personal time: _____
 7. Purpose of your trip: (attend conference (need title), invited speaker, presenting poster, data collection etc.): _____
 8. Estimated miles if driving (provide MapQuest map) _____
 9. Airfare purchased through (check 1): New Horizons 223-7400 _____ Frosch Travel 223-0442 _____
Travel Society 877-721-5196 _____ Online purchase _____ Amount \$ _____
- Estimated Expenses:
- Lodging \$ _____
- Registration \$ _____
- Car Rental, Gas \$ _____
(Avis, Budget, Enterprise/National, Hertz only)
- Parking \$ _____
- Shuttle, Taxi, Tolls, etc. \$ _____

DETAILED RECEIPTS ARE REQUIRED FOR REIMBURSEMENT OF ALL EXPENSES \$25.00 OR OVER.

IF YOU HAVE QUESTIONS ABOUT ALLOWABLE TRAVEL EXPENSES, THERE IS A CSU TRAVEL GUIDE AVAILABLE. THE GUIDE IS ON LINE AT: <http://www.colostate.edu/Depts/BusFin/trv.html>