

**REQUIRED INTERNATIONAL 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. The Risk Management form is no longer required for faculty and staff for international travel. Students are still required to obtain approval from the Office of International Programs - Education Abroad.

**REMINDER:** The University P Card **CANNOT** be used for any lodging, meal or transportation expenses.

Name of Traveler: \_\_\_\_\_

Fund number(s) or No Cost: \_\_\_\_\_

CSU ID number: \_\_\_\_\_

Personal contact phone number: \_\_\_\_\_

Emergency contact name and phone number: \_\_\_\_\_

Destination(s) and dates of your trip. Include travel days before and after the conference and personal time:

\_\_\_\_\_

Purpose of your trip: (attend conference (need title), invited speaker, present poster, data collection, etc.):

\_\_\_\_\_

Hotel Name, Address and Phone Number: \_\_\_\_\_

\_\_\_\_\_

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. \$ \_\_\_\_\_

Miles driven to Airport \_\_\_\_\_

**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 ON LINE AT: <http://busfin.colostate.edu/trv.aspx>**