REQUIRED INTERNATIONAL TRAVEL INFORMATION

Your trip should be planned 3 – 4 weeks in advance and all appropriate paperwork, including this form, given to Nancy. 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](http://busfin.colostate.edu/trv.aspx)