

## REQUIRED U.S 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.

**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.):

\_\_\_\_\_

Estimated miles if driving to conference: \_\_\_\_\_

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. COPIES OR PHOTOS OF RECEIPTS ARE NOT ACCEPTABLE FOR REIMBURSEMENT.**

**IF YOU HAVE QUESTIONS ABOUT ALLOWABLE TRAVEL EXPENSES, THERE IS A CSU TRAVEL GUIDE AVAILABLE ON LINE AT: <http://busfin.colostate.edu/Depts/TravelSvcs.aspx>**