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 (provide MapQuest map): __________________________________

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. THE GUIDE IS ON LINE AT: http://busfin.colostate.edu/trv.aspx