

REQUIRED U.S TRAVEL INFORMATION

Your trip should be planned 3 – 4 weeks in advance and all appropriate paperwork, including this form, given to the front office. 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>