

PRE TRAVEL AUTHORIZATION FORM ****Please turn in at least 2 weeks before departure to ensure coverage****

DIRECTIONS: Please fill out ALL fields. If a field does not apply to you or will not be reimbursed to you, please mark N/A.

GENERAL INFORMATION	TRAVELER NAME (EXACTLY AS IT APPEARS ON YOUR DRIVER'S LICENSE)		PHONE		DESTINATION (CITY, STATE OR INTERNATIONAL)	
	EMAIL (NON-CSU EMPLOYEES ONLY)		DATE OF BIRTH (MM/DD/YYYY)			
	ADDRESS (NON-CSU EMPLOYEES ONLY)					
	ACCOUNT(S) TO BE CHARGED (WILL NOT BE PROCESSED WITHOUT ACCOUNT #)			CSU ID#		HAVE YOU VISITED THIS REGION PREVIOUSLY? YES NO
	REIMBURSEMENT LIMIT (IF APPLICABLE)		DEPARTURE DATE (MM/DD/YY)		RETURN DATE (MM/DD/YY)	

TRIP JUSTIFICATION (Grant travel explanations – Must include grant benefits and relevance to scope of work):

EMERGENCY CONTACT INFO Relationship: _____
 Name: _____
 Phone Number: _____
 Email Address: _____

INTERNATIONAL	ALL INFORMATION IN THIS SECTION IS REQUIRED FOR INTERNATIONAL TRIPS -- FOR IN-STATE AND NATIONAL TRIPS PLEASE MARK N/A	
	LODGING Phone #: _____ Address: _____	
	Name: _____	
	CELL PHONE NUMBER WHILE TRAVELING	

Special instructions/ notes/ questions for the travel preparer, list personal days here if applicable:

*****STOP HERE if it is a NO-COST TRIP! Thank you!*****

PER DIEM	I would like to claim Per Diem:	
	IF CERTAIN MEALS ARE PROVIDED, PLEASE NOTE THE DATE AND MEAL:	
	If you plan to share lodging with CSU employee(s), please provide name(s).	LODGING TOTAL \$:

ESTIMATED EXPENSES	YOU MUST PROVIDE ORIGINAL ITEMIZED RECEIPTS IN ORDER TO BE REIMBURSED			
	CREDIT CARD STATEMENTS WILL NO LONGER BE ACCEPTED BY CSU			
	BAGGAGE FEES	PARKING	REGISTRATION FEE:	PAID VIA P-CARD: RENTAL CAR
	TAXI/SHUTTLE/METRO	TOLL ROAD FEES	MISCELLANEOUS	
	MILES	*DIA STANDARD MILEAGE IS <u>140 MILES ROUNDTRIP</u> **INCLUDE MAPQUEST DIRECTIONS FOR ALL OTHER MILEAGE CLAIMS		

Questions, concerns, and forms may be directed to Psytravelservice@lists.colostate.edu or to Elisse in the main office.

Please remember that all travel regarding CSU (**even no cost**) must be processed by the department. Elisse SooHoo is available to help you with your travel needs.

One day in-state travel does not need pre-approval. Please fill out a post-trip to get reimbursed.

Airline Tickets must be purchased through one of the approved travel agencies:

Travel Society – Jenny Bacon

Phone: 970-222-5108

jennyb@travelsociety.com

For **car rentals** please use this link:

<https://www.bidscolorado.com/co/portal.nsf/xpPriceAgreementsByCategory.xsp>
