

PRE TRAVEL - Paperwork Workflow

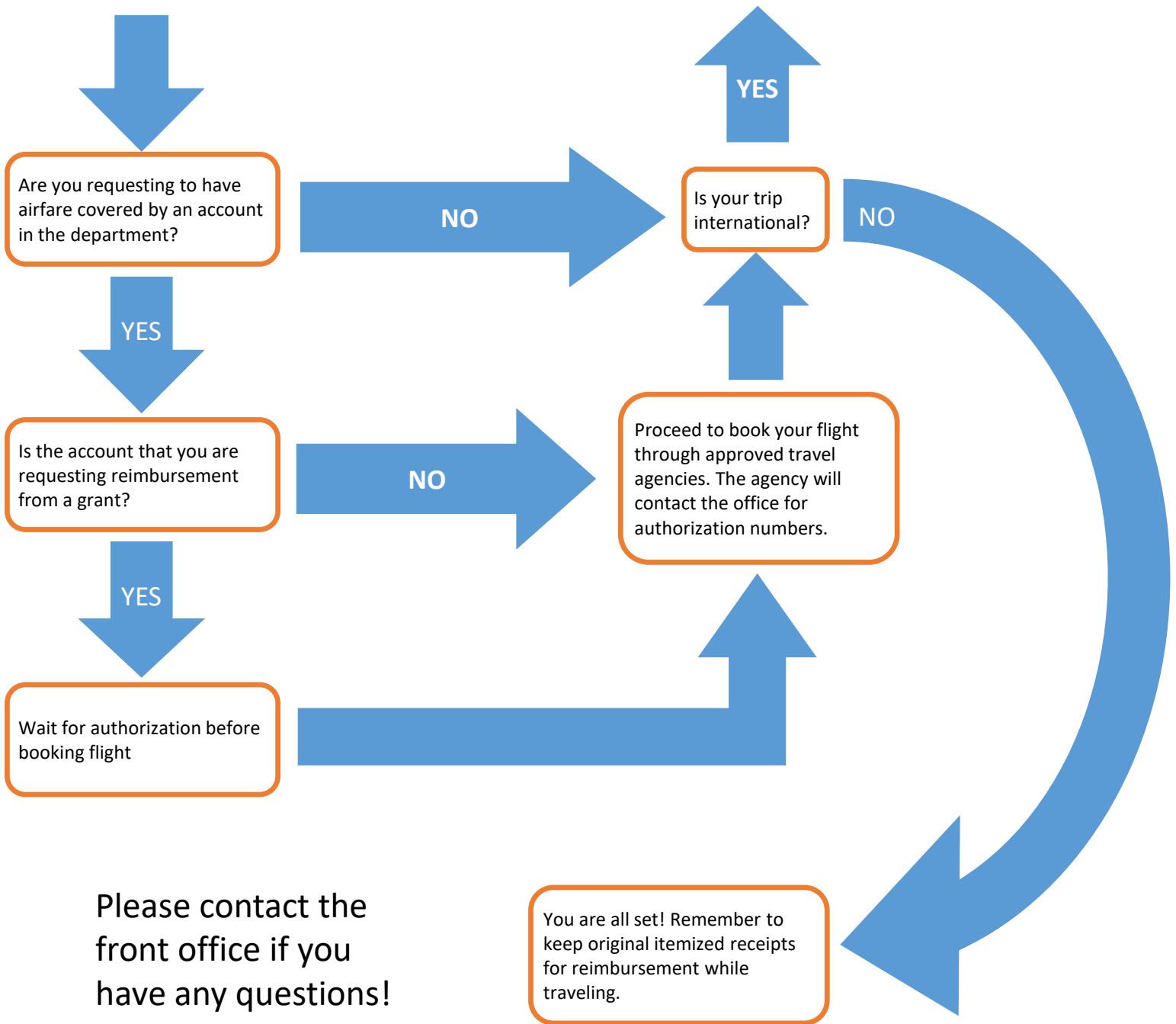
Submit Pre-Travel Authorization Form to the main office two weeks before expected departure.

Found in T:\Common\TRAVEL FORMS

Form can be submitted ELECTRONICALLY by filling out the form and emailing to psytravelservice@lists.colostate.edu.

After your Pre-travel authorization is submitted by the department you will receive an email from Risk Management and Insurance (RMI) with the approval for your trip.

If the country you are traveling to has a TRAVEL ADVISORY, you will have to complete the steps outlined in RMI's email before your trip for approval.



Please contact the front office if you have any questions!

You are all set! Remember to keep original itemized receipts for reimbursement while traveling.