

Pre-trip Travel Form

Name of traveler

Address - street, city, state, zip

Phone number

E-mail address

Is the traveler a U.S. citizen?

Is the traveler an employee (of any type) at CSU?

If employee, list campus address

If employee, list employee number (on pay stub)

Purpose of trip

Destination

Travel begin/end dates

In state/Out of state

Travel Agency

Cost of ticket

Account #

Estimated expenses (list type and amount)

Airfare

Hotel

Meals

Shuttle, taxi, tolls, etc.

Misc. (list expense)

Total estimated expenses

This form must be turned in with a completed financial document request form and all original receipts.

*** In accordance with Travel Office policy, all expenses must be routed through the Travel Office within 30 days of trip end date or will not be paid. Travel reimbursements may take up to 30 days.**