Memorandum

To: All Faculty

From: Matthew Shores, Chair

Re: Travel and Absence from the Department

Per the Faculty/AP manual, section FI, faculty members must notify the Chair of their travel plans. ***PRIOR*** *approval is required before making a commitment for all travel on department funds. This approval must be in writing on this form.*
This form must also be used when traveling under conditions where no travel authorization form is processed. ***This will include travel at no cost to the University - that is, when funds are provided for consulting, meetings, etc., by a non-University source*** *- or when using your own or a Motor Pool vehicle when reimbursement may be requested but where no travel authorization is required. Approval of this form while on University business also provides you with Worker's Compensation coverage during your trip.*

Travel Notice to Department

TO: Matthew Shores **DATE:**

FROM: **RE:** Absence from the Department

Dates of Absence _____

Class Disposition _____

Reason for Absence _____
(include grant/trip justification for travel authorization documents) _____

In case of an emergency I can be reached at _____

Type of Travel
In-State (Colorado only) ☐ Out-Of-State (US, not incl. CO) ☐ International* ☐
International travel on university business must be registered via TEM Pre-trip Authorization to receive approval from Risk Management* ***prior to travel begin date**. See an administrative assistant to process.*

Funding
CSU Account* ☐ CSU account #: _____
HOST ☐
Other (personal, 3rd party) ☐
**Please submit in advance to an administrative assistant to process travel authorization to ensure reimbursement request can be met.*

Signature _____