



# Pre-Trip Travel Info

Complete all information and return to [chem\\_travel@colostate.edu](mailto:chem_travel@colostate.edu) prior to requesting booking of airline tickets.

Is this your first time traveling as a CSU Grad Student/Employee: \_\_\_\_\_

Traveler's Full Name: \_\_\_\_\_ Traveler's Group: \_\_\_\_\_

Email: \_\_\_\_\_

Purpose and Justification: \_\_\_\_\_

Account Number(s): \_\_\_\_\_ Indicate % if Split Funding: \_\_\_\_\_

Destination - From: \_\_\_\_\_ To: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

*If Multiple Destinations:*

Destination 2 - From: \_\_\_\_\_ To: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

**If International Travel**, region familiarity and lodging information is required by the University.

Personal Cell Phone Number: \_\_\_\_\_

Hotel Name, Address, and Phone: \_\_\_\_\_

## ESTIMATED EXPENSES (reimbursable):

Per Diem (meals) for \_\_\_\_\_ days Lodging for \_\_\_\_\_ nights @ \$ \_\_\_\_\_ per night

Mileage @ \_\_\_\_\_ miles

Parking \$ \_\_\_\_\_ Rental Car/Gas \$ \_\_\_\_\_

Shuttle/Bus/Taxi \$ \_\_\_\_\_ Tolls \$ \_\_\_\_\_

Other Expenses (itemize) \$ \_\_\_\_\_ \$ \_\_\_\_\_

\$ \_\_\_\_\_ \$ \_\_\_\_\_

## EXPENSES PAID BY CSU:

*CSU works directly with a travel agent, New Horizons Travel, to book airfare. This is the preferred method, and CSU can directly pay for your ticket.*

Airfare Amount \$ \_\_\_\_\_ Travel Agency: \_\_\_\_\_

*If possible, utilize a PCARD to pay for conference registration fees. No other travel expenses are allowed on the PCARD.*

Registration Fee \$ \_\_\_\_\_ Was Registration Fee Paid by PCard (yes/no): \_\_\_\_\_

Return completed form to [chem\\_travel@colostate.edu](mailto:chem_travel@colostate.edu).