

Soil and Crop Sciences
TRAVEL AUTHORIZATION FORM

Please Complete Before You Travel

Your Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Employee Non-Employee CSU ID # _____

Trip Destination: _____ Account # _____

Purpose and Justification: _____

Date Leaving _____ Date Returning _____

Via: Personal Car Rental Car State Car Airplane No cost to CSU

Airfare via: New Horizon Frosch Internet (attach proof of payment)

Meals Per Diem

Are you claiming meal per diem? (no receipts required) Yes No

Daily per diem rate: _____ (accounting can provide rate)

- Find *per diem* rates at: <http://dcj.state.co.us/ovp/Documents/Consolidation%20Process/High Cost Per Diem rates.pdf>
- If the *per diem* location/rate is not listed, use **\$46.00** as the daily rate.
- **Note:** First and last day of travel are reimbursed at 75% per diem rate no matter what time the travel begins or ends. Day trips, which start and end on the same day, are not eligible for meal reimbursement.

Other Expenses

Fill in the blanks with an estimated cost:

Mileage to DIA (150 mi @ _____)	_____	Registration Fee (personal funds)	_____
Mileage – other @ ____/mile)	_____	Road Tolls	_____
Parking (approx. \$12/day at DIA)	_____	Taxi	_____
Lodging	_____	Shuttle	_____
Internet	_____	Bus / Metro	_____
Phone	_____	Excess Baggage Fee	_____
Rental Car	_____	Other	_____
Gas Expense	_____		

**You will need to complete the Post Trip Expenses Form when you return from your trip.
Please save ALL receipts!**