

**Department of History Travel Request**

Last updated: 3/18/2021

received: \_\_\_\_\_

Please submit this form to Allison Pine

TEM Doc #: \_\_\_\_\_

allison.pine@colostate.edu

Fund #: \_\_\_\_\_

NAME: \_\_\_\_\_

CSU ID #: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

DATE LEAVING FORT COLLINS: \_\_\_\_\_

DATE RETURNING TO FORT COLLINS: \_\_\_\_\_

PURPOSE OF TRIP: \_\_\_\_\_

**Expense Estimates**

Estimates

Airfare	Ghost Card- Non-reimbursable	Online purchase-Reimbursable with written consent	
Per CSU travel rules, you are required to contact a State Approved Travel Agency (New Horizons) to obtain a written comparison airfare quote and provide the quote to the History Department prior your travel departure.			

**Transportation***Fort Collins to DIA*

Personal Vehicle to DIA, 150mi @ \$.52 = \$78.00 (round trip)	
DIA Parking- Receipt is required if cost is more than \$25.00	
Shuttle: \$88 (round trip-from home or hotel)	
For Groome shuttle reservations, use link for CSU rates or use discount code CSUEMP on their website: <a href="http://groomefortcollins.hudsonltd.net/res?USERIDENTRY=CSUEMP&amp;LOGON=GO">http://groomefortcollins.hudsonltd.net/res?USERIDENTRY=CSUEMP&amp;LOGON=GO</a>	

*Local transportation*

Taxi, shuttles, subway, etc.	
Rental car cost- Receipts	<a href="http://busfin.colostate.edu/Depts/TravelSvcs.aspx">http://busfin.colostate.edu/Depts/TravelSvcs.aspx</a>
Parking	
Fuel, mileage, etc. Notes:	

**Per Diem**

	days at		per day. (First and last day at 75% per policy.)	
<a href="https://www.colorado.gov/pacific/osc/travel-fiscal-rule">https://www.colorado.gov/pacific/osc/travel-fiscal-rule</a>				
Most cases: refer to Appendix A1 under "Meal and Incidental Per Diem Rates (October 1, 2020 through Present)"				

**Lodging** Please provide documentation re: single- versus double-occupancy rates if room shared with others.

	nights at		per night	
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**Registration** (conferences)

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**Membership**

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**Other** Please note applicable: mileage, baggage fees, research, copying, etc.

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**Total**

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Following this trip - please submit all receipts to Allison Pine within 7 to 10 business days per departmental policy.

Office Use Only-

Date Request Received:

Account Number Encumbered:

Date Travel Authorization Completed:

TEM Number: