

Department of History Travel Request

Last updated: 12/1/21

Please submit this form to Allison Pine
allison.pine@colostate.edu

Questions? Contact Allison or click this box to
visit CSU Travel Services Website

NAME:

CSU ID #:

DESTINATION:

DATE LEAVING FORT COLLINS:

DATE RETURNING:

PURPOSE OF TRIP:

Expense Estimates- please list which expenses you will utilize on your trip along with their estimated cost

Airfare	Purchased through Travel Agent- ghost card	Purchased Online- reimburseable (graduate students)	
New Horizons Travel Agency must be used for all department funded research trips. Please contact Karen Hopf by calling 970-223-7400 x 7006 or via email at karenh@travelnewhorizons.com (Graduate students do not need to use a travel agency to purchase flights unless traveling with faculty for research)			

Transportation			
Personal Vehicle to DIA, calculated from CSU to DIA and DIA to CSU =139mi @ \$.50/mi = \$69.50 (round trip)			
DIA Parking- Receipt is required if cost is more than \$25.00			
Shuttle/Uber/Taxi to airport or hotel or home:			

Local transportation during trip			
Taxi, shuttles, subway, etc.			
Rental Car: Receipts must be provided. Hertz, Enterprise, & National are the only allowable car rental agencies			
Parking			
Fuel, mileage, etc. Notes:			

Per Diem

	days at		per day. (First and last day at 75% per policy.)	
https://www.colorado.gov/pacific/osc/travel-fiscal-rule				
Most cases: refer to Appendix A1 under "Meal and Incidental Per Diem Rates (October 1, 2021 through Present)"				

Lodging Please provide documentation re: single- versus double-occupancy rates if room shared with others.				
	nights at		per night	

Registration Expense (conferences)				
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Membership				
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Other Please note applicable: mileage, baggage fees, research, copying, etc.				

Total Estimated Expenses for this Trip				
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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:

Date Travel Authorization Completed:

Account Number Encumbered:

TEM Doc Number: