**CAS Travel Planning form**

Name:

Email:

Planned Travel Dates:

Location:

Reason for Travel:

**Please provide a detailed budget for your travel** (include items such as flight/lodging/per diem <https://www.gsa.gov/travel/plan-book/per-diem-rates> /conference fees/ground transportation)

Please indicate whether you plan to be reimbursed or want CAS to help with travel arrangements ($20 per transaction fee applies). *(All international* ***travel must be pre-approved*** *before tickets are purchased – this includes tickets that are purchased by traveler and submitted for reimbursement.)*

Total $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit to Lucy Lin at [lucy.lin@colorado.edu](mailto:lucy.lin@colorado.edu)

Remember not to put any travel expenses on your P-card when in travel mode (if you have one)