



This form must be completed and fully approved before making travel arrangements.

Please return form to Laura MacDonald: laura.a.macdonald@colorado.edu

Traveler Name: _____

Travel Start Date: _____

Travel End Date: _____

Destination: _____

Speedtype(s): _____

Travel Justification:

(Reason for trip)

Estimated Expense Total: \$ _____

Please detail cost for each applicable category:

Airfare: \$

Will be booked through Concur? _____

Registration: \$ _____

Lodging: \$ _____

Type of lodging?

Hotel/University/AirBnB/etc. _____

Transportation: \$

Parking/mileage/rental car/etc.-explain _____

Meals: \$

Will be reimbursed on based on per diem rates _____

Miscellaneous (explain): \$

Itemized receipts & proof of payments required (with the exception of meals if claiming per diem).

Traveler Signature _____

Date: _____

Dept. Approval _____

Date: _____

Approved Speedtype(s): _____