DEPARTMENT AUTHORIZATION REQUEST FORMDA#

**Name:**

**Home Address (only for non-CU employees):**

***Note: Reimbursements for CU employees will be directly deposited into the same bank account that is used for payroll. Reimbursements for non-CU employees will be mailed to the home address.***

**Email Address (only for non-CU employees):**

Employee ID Number:

Originating City/State:

**Destination(s) City/State/Country:**

**Begin Travel Date**

**End Travel Date:**

**Speedtype/Project/Program:**

**This trip will be booked through:**

1. The Online Concur Travel Booking System FACULTY ONLY [ ]  (double click box, select checked)
2. Through CU’s Travel Agency [ ]  (double click box, select checked)
3. Other (explain):

**Travel Justification:**

*Note: Give detailed description/purpose of trip including the title of conference/event/talk/presentation (if acronyms or initials are used, also list the full name of the conference/event). Explain how the travel relates to the project/program being charged.*

**TRIP EXPENSES ESTIMATED OR ACTUAL**

**Airfare: $**

*Note: If you don’t use Christopherson Business Travel, you must provide documentation from Christopherson, such as a quote, demonstrating that you’ve obtained a less expensive fare independently. For international travel, if travel is funded by a grant, then you must make sure to comply with the Fly America Act and Open Skies Agreements. International travel now requires* [*pre approval*](https://www.cu.edu/psc/concur-request-international-travel-pre-approval-webinar-qa)*.*

**Registration Fee: $**

**Will the registration fee be paid with: How do you want us to charge this?**

1. A CU Procurement Card (Pcard) [ ]  (double click box, select checked)
2. A CU Travel Card [ ]  (double click box, select checked)
3. Personal Funds [ ]  (double click box, select checked)

**Meals:** no receipts required. *Note: In this section, do not include meals that are provided by the conference as part of the registration fee.* **Please select which Per Diem you will claim (choose only one)**:

1. Standard per Diem – please list number of days:
2. Total Fixed Amount – amount to be reimbursed for meals during the entire trip:

**Lodging: $**

**Rental Car/Fuel: $**

*Note: Must use Avis, Budget, Hertz, Enterprise or National; use the travel card for payment, if you have one, for insurance purposes.*

**Parking/Taxi/Shuttle/Bus/Tolls: $**

**Personal Car (mileage):**

**Complete travel information can be found at:** <https://www.cu.edu/psc/payables/travel.htm>

*Note: 1. Out-of-pocket expenses are not reimbursable until the completion of the trip. 2. Out-of-pocket expenses become taxable as income if not submitted for reimbursement within 90 days of the completion of the trip.*