DEPARTMENT AUTHORIZATION REQUEST FORMDA#

*All travel now requires* [*pre approval*](https://www.colorado.edu/cs/node/1939/attachment) *before booking any portion of your trip.*

**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  (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’re a CU employee and are considering purchasing airfare through the internet (instead of booking through Concur/CBT), it’s important that you follow the* [*PSC Procedural Statement Travel*](https://www.cu.edu/psc/internet-airfare) *to ensure you will be reimbursed for your purchase. If travel is funded by a grant, then you must make sure to comply with the* [*Fly America Act and Open Skies Agreements*](https://www.colorado.edu/ocg/fly_america_act#:~:text=Open%20Skies%20Agreements%20is%20the,the%20requirements%20of%20the%20FAA.)*. If combining business with personal travel, you must follow the purchasing and documentation guidelines outlined in* [*Personal Travel Combined with Business Travel*](https://www.cu.edu/psc/personal-travel-combined-business-travel)

**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:**

*The University contracts with rental vehicle agencies. Refer to* [*this*](https://www.cu.edu/psc/travel/rent-a-car) *information when renting a car.. Use 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.*