RASEI TRAVEL AUTHORIZATION FORM

Department approval is required for all travelers before any travel reservations or conference registration fees are paid

Traveler’s Name:

Beginning Travel Date: End Travel Date:

Project Number Destination:

Speedtype 1\*: Total Est Cost ST1 (attach detail):

Speedtype 2\*: Total Est Cost ST2 (attach detail):

\* NOTE: If this travel involves SPONSORED FUNDS, complete the SPA Travel Authorization by following this link <http://www.colorado.edu/abs/sites/default/files/attached-files/ta_spa_form.pdf>

Travel Justification:

Signatures:

I certify that this travel is for the benefit of the University and is beneficial to the project, contract, or grant that is being charged. I agree to abide by all University Travel Policies and Fiscal Rules. I am aware that if my travel record is not cleared within 60 days after the end date of my travel, IRS regulations require that these monies be reported as income to me. Therefore, my record will be forwarded to the University Employee Services office for inclusion in my IRS reportable income.

Traveler Date

Department Approval Date