**Department of Sociology**

**Travel Authorization Form**

Please use this form ANY TIME you are planning to book travel for conference or research.

Award types: department travel award, research award, fellowship (Beverly Sears/CARTSS, etc) award

If you are planning to book airfare for this travel, plan to use Concur through your CU Portal to book the airfare, using a speedtype.

Once this form is complete, you will be given a speedtype for booking airfare.

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| Name: |  | Beginning travel date: |
| Student ID: |  | End travel date: |
| Email address: |  | Destination 1: |
| Year in program: |  | Destination 2: |
| Award type: |  | Airline booking needed? |
| Other info: |  | Faculty advisor: |

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# Travel Justification

Include the following:

1. Reason for trip
2. How this supports your research (conference? Research visit?)
3. (If applicable) Conference name (no acronyms), conference date, title of paper presented

# Signatures

I certify that this travel is for the benefit of the University and is beneficial to the department/university. I agree to abide by all [University Travel Policies and Fiscal Rules.](https://www.cu.edu/psc/travel)

|  |  |
| --- | --- |
| Traveler | Date |
| Department Approver (faculty advisor) | Date |