College of Engineering

Travel Reimbursement Request

- This form should be filled out AFTER travel and requires <u>ORIGINAL</u> receipts for each expense listed.
- Pre-trip authorization is required for lodging or per diem to be reimbursed. CSU does not reimburse per diem on one-day trips.
- All **international visitors** must complete the Travel Authorization Form. International visitors with *travel related expenses that need reimbursement* must **also** complete this Travel Reimbursement Request Form **and** the Foreign National Information Form (detailed document requirements are provided on the form): http://busfin.colostate.edu/ForeignNationalForm.aspx.

| Date of Kequest | | | | | | |
|---|--------------------------|---|---|--|--------------------------|--|
| Traveler Name | | | CSU | CSU ID (required) | | |
| | | | | = | Dept# | |
| Dates Traveled: Depar | | | | | y: | |
| Employee Individua | | | oup Travel (List names | | | |
| Guest or Non-Empl | | | • | | 1 3, | |
| | , | · · | | | | |
| One-day trips: Th | sis soction is roc | | | | | |
| , - | • | _ | | .1 1 11 | | |
| _ | O NOT complet | te if the informat | ion is the same as p | rovided on the p | re-travel authorization. | |
| Travel Justification: | | | | | | |
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| | | | | | | |
| Benefit to Project: | | | | | | |
| | | | | | | |
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| | | | | | | |
| Travel Authorized by: _ | | | | | | |
| Charge Account 1: | \$ | Char | ge Account 2: | \$ | This is a No Cost trip 🗌 | |
| Destination(s) | | | | | | |
| 1. (city/state) | | | _ 2. (city/state) | | | |
| Dates: | Through: | | Dates: | Throug | gh: | |
| D 15 17 | | | | | | |
| Personal Travel: If pers | | | | | | |
| - · · · · · · · | | | | | End Date: | |
| Reimbursable Expe | enses (All <u>origin</u> | nal receipts require | d) | | | |
| Per Diem (days) | enses (All <u>origin</u> | nal receipts require | d) | | End Date: | |
| Per Diem (days) Lodging | enses (All <u>origin</u> | <u>nal</u> receipts require Meals provided (d | d) | | | |
| Per Diem (days) | enses (All origin | nal receipts require Meals provided (d | d) | | | |
| Per Diem (days) Lodging | # | nal receipts require Meals provided (d | d) | | | |
| Per Diem (days) Lodging Rental Car / Gas | # | nal receipts require Meals provided (d | d) escribe) | | | |
| Per Diem (days) Lodging Rental Car / Gas Shuttle Metro / Taxi/Bus Mileage | # | nal receipts require Meals provided (d | d) | | | |
| Per Diem (days) Lodging Rental Car / Gas Shuttle Metro / Taxi/Bus | # | nal receipts require Meals provided (d | d) escribe) | | | |
| Per Diem (days) Lodging Rental Car / Gas Shuttle Metro / Taxi/Bus Mileage | # | nal receipts require Meals provided (d | d) escribe) | | | |
| Per Diem (days) Lodging Rental Car / Gas Shuttle Metro / Taxi/Bus Mileage Parking | # | mal receipts require Meals provided (d male and a second | d) escribe) | lwd requires justifi | cation | |
| Per Diem (days) Lodging Rental Car / Gas Shuttle Metro / Taxi/Bus Mileage Parking Tolls | # | mal receipts require Meals provided (d male and a second | d) escribe) miles *4 | lwd requires justifi | cation | |
| Per Diem (days) Lodging Rental Car / Gas Shuttle Metro / Taxi/Bus Mileage Parking Tolls Registration fees | # | mal receipts require Meals provided (d miles 4wd* | d) escribe) miles *4 | lwd requires justifi | cation | |
| Per Diem (days) Lodging Rental Car / Gas Shuttle Metro / Taxi/Bus Mileage Parking Tolls Registration fees Phone (work only) | # | mal receipts require Meals provided (d miles 4wd* | d) escribe) miles *4 | lwd requires justifi | cation | |
| Per Diem (days) Lodging Rental Car / Gas Shuttle Metro / Taxi/Bus Mileage Parking Tolls Registration fees Phone (work only) Internet | # | mal receipts require Meals provided (d miles 4wd* | d) escribe) miles *4 | lwd requires justifi | cation | |
| Per Diem (days) Lodging Rental Car / Gas Shuttle Metro / Taxi/Bus Mileage Parking Tolls Registration fees Phone (work only) Internet Group Lodging | # | mal receipts require Meals provided (d miles 4wd* | d) escribe) miles *4 Do not list registration | lwd requires justifi | cation O or Pcard | |
| Per Diem (days) Lodging Rental Car / Gas Shuttle Metro / Taxi/Bus Mileage Parking Tolls Registration fees Phone (work only) Internet Group Lodging Group Meals | # | mal receipts require Meals provided (d miles 4wd* | d) escribe) miles *4 Do not list registration | ewd requires justifi fees prepaid by EB | cation O or Pcard | |
| Per Diem (days) Lodging Rental Car / Gas Shuttle Metro / Taxi/Bus Mileage Parking Tolls Registration fees Phone (work only) Internet Group Lodging Group Meals Other: 1. | # | mal receipts require Meals provided (d miles 4wd* miles 4wd* s s s s | d) escribe) miles *4 Do not list registration 3 | ewd requires justifi fees prepaid by EB | cation O or Pcard | |
| Per Diem (days) Lodging Rental Car / Gas Shuttle Metro / Taxi/Bus Mileage Parking Tolls Registration fees Phone (work only) Internet Group Lodging Group Meals Other: 1 | # | mal receipts require Meals provided (d miles 4wd* miles 4wd* s s Ac SU or the EBO. | d) escribe) miles *2 Do not list registration 3 4 | ewd requires justifi fees prepaid by EB | cation O or Pcard | |
| Per Diem (days) Lodging Rental Car / Gas Shuttle Metro / Taxi/Bus Mileage Parking Tolls Registration fees Phone (work only) Internet Group Lodging Group Meals Other: 1. 2. Airline ticket** **Do not include any There are very specific | # | mal receipts require Meals provided (d miles 4wd* miles 4wd* s s SU or the EBO. re purchases and | d) escribe) miles *2 Do not list registration 3 4 | ewd requires justifi fees prepaid by EB | cation O or Pcard | |
| Per Diem (days) Lodging Rental Car / Gas Shuttle Metro / Taxi/Bus Mileage Parking Tolls Registration fees Phone (work only) Internet Group Lodging Group Meals Other: 1 Airline ticket** **Do not include any serious contacts. | # | mal receipts require Meals provided (d miles 4wd* miles 4wd* s s SU or the EBO. re purchases and k with the EBO | d) escribe) miles *2 Do not list registration 3 4 | ewd requires justifi fees prepaid by EB | cation O or Pcard | |

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