

# College of Engineering

## Travel Reimbursement Request

- ❖ This form should be filled out AFTER travel and requires **ORIGINAL** 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 Request \_\_\_\_\_

Traveler Name \_\_\_\_\_ CSU ID (required) \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Dept# \_\_\_\_\_

Dates Traveled: Depart: \_\_\_\_\_ Return: \_\_\_\_\_ Form completed by: \_\_\_\_\_

Employee Individual Travel    **OR**     Employee Group Travel (List names under comments or attach separately)

Guest or Non-Employee Travel    Mailing address for guest reimbursement \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**One-day trips: This section is required.**

**All other trips: DO NOT complete if the information is the same as provided on the pre-travel authorization.**

Travel Justification:

Benefit to Project:

Travel Authorized by: \_\_\_\_\_

Charge Account 1: \_\_\_\_\_ \$ \_\_\_\_\_ Charge Account 2: \_\_\_\_\_ \$ \_\_\_\_\_ This is a No Cost trip

**Destination(s)**

1. (city/state) \_\_\_\_\_ 2. (city/state) \_\_\_\_\_

Dates: \_\_\_\_\_ Through: \_\_\_\_\_ Dates: \_\_\_\_\_ Through: \_\_\_\_\_

**Personal Travel:** If personal travel was included, indicate the Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Reimbursable Expenses** (All **original** receipts required)

- Per Diem (days) # \_\_\_\_\_, Meals provided (describe) \_\_\_\_\_
- Lodging \$ \_\_\_\_\_
- Rental Car / Gas \$ \_\_\_\_\_
- Shuttle \$ \_\_\_\_\_
- Metro / Taxi/Bus \$ \_\_\_\_\_
- Mileage 2wd \_\_\_\_\_ miles 4wd\* \_\_\_\_\_ miles \*4wd requires justification
- Parking \$ \_\_\_\_\_
- Tolls \$ \_\_\_\_\_
- Registration fees \$ \_\_\_\_\_ - Do not list registration fees prepaid by EBO or Pcard
- Phone (work only) \$ \_\_\_\_\_
- Internet \$ \_\_\_\_\_
- Group Lodging \$ \_\_\_\_\_
- Group Meals \$ \_\_\_\_\_
- Other: 1. \_\_\_\_\_ \$ \_\_\_\_\_ 3. \_\_\_\_\_ \$ \_\_\_\_\_
- 2. \_\_\_\_\_ \$ \_\_\_\_\_ 4. \_\_\_\_\_ \$ \_\_\_\_\_

Airline ticket\*\* \$ \_\_\_\_\_ Additional comments:

\*\*Do not include any airfare prepaid by CSU or the EBO. There are very specific rules regarding airfare purchases and additional justifications are required. Speak with the EBO before purchasing airfare using your own funds.