

Office Use Only

T-Number:

Doc Number:

**CSU EMPLOYEE
TRAVEL REQUEST****Employee Information**

Name:

Phone #:

E-Mail:

Emergency Contact Information

Name:

Relation:

Phone #:

E-mail:

Trip Itinerary

Travel Dates:

Destination:

Reason for Travel (please elaborate):

Classes to be covered in absence:

By whom:

Airline Information

Travel Agency:

Cost: \$

If airfare will be a direct purchase, provide reason:

Expenses to Reimburse:**Account/Funds paying for expenses:**

Registration: \$

Is Registration done by PCard?

Mileage:

Parking: \$

Ground Transportation: \$

Rental Car: \$

Tolls: \$

Lodging: \$

Per Diem: \$

Total: \$ (estimate is OK)

****International Travel (Attach a separate sheet listing all places of stay during trip, even for personal days.)****

Phone # to reach you while International:

Mode of Transportation in foreign country *:

Level of familiarity with region: None Some Fair Extensive

Accommodations: Hotel Apartment House Dorm Other Unknown

Lodging information -

Name:

Phone #:

Address:

*Note: modes of transportation; personal vehicle, bus, walking/hiking, rental, ship/ferry/boat, train, rental vehicle w/driver, other, host vehicle, airplane. List all that apply.