

## **The CSU Mathematics Department travel procedure:**

1. Complete a [Pre-Travel form](#) and return it to the finance office (Weber 110) even if there is no cost to the university.
  - When traveling as a CSU grad student/employee the Pre-travel form acts as your insurance in case of incident while traveling.
  
2. Airfare must be booked through one of the CSU approved travel agents listed below.
  - When making your reservation let the agent know that CSU Mathematics will be paying for your flight. They will then contact the finance office for approval.
  - The finance office must have your completed pre travel form before they will approve the airfare.

### **State approved Travel Agencies:**

#### **New Horizons Travel**

300 E. Boardwalk Dr. Fort Collins, CO 80525  
Phone: (970) 223-7400  
Website: <http://www.travelnewhorizons.com/>  
Email: [info@travelnewhorizons.com](mailto:info@travelnewhorizons.com)

#### **Frosh**

3538 JFK Parkway STE. 2  
Fort Collins, CO 80525  
Phone: (970) 223-0442 (800) 255-0808  
Website: <https://www.frosch.com/>  
Email: [fortcollins@froschtravel.com](mailto:fortcollins@froschtravel.com)

#### **Travel Society**

Jenny Bacon 201 S. Whitcomb St.  
Fort Collins, CO 80521  
Phone: (970) 495-6751  
Website: <http://travelsociety.com/>  
Email: [jennyb@travelsociety.com](mailto:jennyb@travelsociety.com)

3. When you return from the travel you must complete the [Post-Travel](#) form and submit it with all receipts to the finance office.
  - If you are not needing a reimbursement you can email the finance office and let them know to close out the travel.
  - Completed Post-Travel documents must be submitted within 40 days of the last day of travel.