

## The CSU Mathematics Department travel procedure:

1. Complete a [Pre-Travel form](#) and submit to [math travel email](#) even if there is no cost to the university.
  - When traveling as an employee or CSU grad assistant 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 scanned receipts to the [travel email](#).
  - If you are not needing a reimbursement, you can email [math travel](#) 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.