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/](http://www.travelnewhorizons.com/)
Email: 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/](https://www.frosch.com/)
Email: fortcollins@froschtravel.com

**Travel Society**
Jenny Bacon 201 S. Whitcomb St.
Fort Collins, CO 80521
Phone: (970) 495-6751
Website: [http://travelsociety.com/](http://travelsociety.com/)
Email: 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.