

**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 to use 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.