



TRAVEL AUTHORIZATION REQUEST FORM

Employee Volunteer Student Other

Last Name First Name Department Prepared By Extension Date of Request

Departure Date: Return Date: Destination: Purpose:

Transportation Approved

Air Personal Car Rental Car Other

Meals - Meals & Incidentals for employees & students are paid using the per diem rates based on location as set by:

Continental U.S.(GSA) Alaska, Hawaii, & U.S. territories: DoD International: (State Department)

Table with 2 columns: Description, Rate. Includes # of travel days, per diem rate, and Meals & Incidentals Maximum.

Note: 2 of the travel days are calculated at 75% of the per diem rate because per diem for the first and last days of are paid at 75%.

Expense Estimates table with columns: Description, Amount, Supervisor Comments/Restrictions. Includes rows for Meals & incidentals, Air Fare, Registration Fees, Mileage, Lodging, Miscellaneous, Car Rental, and Total Trip Estimate.

if the "Total Trip Estimate" has been fully allocated below, this total will be \$0.

Business Unit allocation table with columns: Business Unit, Fund, Dept, Account, Program, Project, Class, Amount.

Traveler Signature Title Date Administrator Signature Title Date Cabinet Approval Signature - if required Title Date

International Travel

If traveling outside of the United States, you must purchase additional insurance coverage. Please contact Safety and Risk Management at srm@csusb.edu for more information and route for their signature.

Additional Insurance purchased? Yes No

Safety & Risk Management Signature