

GDPE Pre-Travel Worksheet

Name _____ CSU ID# _____ Current employee? Yes No

You are: Faculty Postdoc, Research Scientist or Research Associate Student

Address _____ E-mail _____ Phone # _____

Destination _____ Date of departure _____ Return _____

Reason for travel _____

Travel is: In state Out of state International

GDPE funds only Other University funds

Account # (REQUIRED) _____

Additional Accounts # _____

Purpose and Justification: (How does this travel specifically relate to your sponsor's project?)

Airfare purchased through (check 1) Travel Society _____ New Horizons _____ Frosch Travel _____ Online purchase (provide price comparison) _____ Amount \$ _____

Estimated expenses:

Lodging \$ _____

Detailed lodging receipts needed, showing dates, rate, tax and payments applied.

Meals (estimated total) \$ _____

Registration \$ _____

P-card is allowable only for registration fees.

Auto Rental, Gas \$ _____
(Enterprise, Avis, Budget, Hertz only)

Use Enterprise within Colorado.

Parking \$ _____

Get receipts

Shuttle, Taxi, Tolls, etc. \$ _____

Get receipts for taxi or shuttle

Estimated mileage (# of miles) _____

Rate depends on type of vehicle

Total \$ _____

Turn in all receipts with post-travel form.