

Travel Approval¹ &/or Advance Request
(Attach Check Request if Requesting an Advance)

- CSE employee
Student-traveling as CSE employee
CSU, Chico employee

- Student: non CSE employee
(attach copy of signed waiver)

Date

Project#

Traveler's Name

Trip dates, inclusive, from through

Itinerary and destination
(Include stopovers with justification for out-of-state only)

Reason Travel is Essential & benefit to project
(Spell out organization names and state meeting dates)

Mode of travel proposed: Rental car Private car Air Train Other

If "Other" describe mode of travel
Additional Info/Comments:

Foreign travel—Foreign Travel Request and Questionnaire must be attached

Amount of Estimated Expenses-REQUIRED

Per Diem:
Lodging²:
Mileage:
Other Transportation:
(Taxi, shuttle, provide detail)

Misc.:

Estimated Subtotal:*

Airfare:

Car Rental:

Total Estimated Cost:

¹ Required for overnight travel only

²Lodging exceeding \$195 per night, excluding taxes and fees, requires supervisor approval

Yes No

If Yes, what is daily rate

ADVANCE REQUEST: enter amounts below and attach a check request
80% of Estimated Subtotal:*
100% Airfare:
100% Rental Car:
Total Advance Request

Please Note:
100% of airfare and/or rental car may be paid at anytime with proof of purchase and/or reservation.
80% of all other expenses can only be paid 21 days in advance of the trip.
(see Advance Travel Request and Claim Instructions for foreign travel exceptions).

In compliance with IRS regulations, this advance must be cleared within 60 days of travel or it will be reported to the IRS as taxable income.

Traveler's Signature

Project Director/Supervisor

VP Signature