

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 foreign travel only

² Lodging 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

CSE (foreign travel only)