

**Ag Business Center (ABC)
TRAVEL AUTHORIZATION FORM**

PLEASE COMPLETE BEFORE YOU TRAVEL

Your Name: _____

Trip Destination: _____ Account #: _____

Purpose and Justification: _____

Date Leaving: _____ Date Returning: _____

Via: Personal Car Rental Car State Car Airplane No cost to CSU

Air Fare Cost: _____

Airfare Via: New Horizon Frosch Internet (attach proof of payment)

MEAL PER DIEM

Are you claiming meal *per diem*? (No receipts required.) Yes No

Daily per diem rate: _____ (Accounting can provide rate.)

- Find *Per Diem* rates at: http://www.state.co.us/gov_dir/gss/cen/travel1/stmp/per_diem.htm
- If the *Per Diem* location/rate is not listed, **use \$39** as the daily rate.
- **Note:** First and last day of travel are reimbursed at 75% per diem rate no matter what time the travel begins or ends. Day trips, which start and end on the same day, are not eligible for meal reimbursement.

OTHER EXPENSES

Fill in the blanks with an estimated cost:

Mileage to DIA (150 mi @ .50 = \$75.00) _____	Registration Fee (ACARD) _____
Mileage Other (\$.50/mi) _____	Registration Fee (personal funds) _____
Parking (approx. \$12/day at DIA) _____	Road Tolls _____
Lodging _____	Taxi _____
Internet _____	Shuttle _____
Phone _____	Bus / Metro _____
Rental Car / Gas Expense _____	Other _____
Excess Baggage Fee _____	

You will need to complete the Post Trip Expenses form when you return from your trip.