

Soil & Crop Sciences  
**TRAVEL AUTHORIZATION FORM**

Please Complete AFTER You Travel

NOTE: Please tape ALL receipts smaller than 1/2 page onto a sheet of 8 1/2 x 11 paper

Your Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

[ ] Employee [ ] Non-Employee CSU ID # \_\_\_\_\_

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Trip Destination: \_\_\_\_\_ Account # \_\_\_\_\_

Purpose and Justification: \_\_\_\_\_

Date Left \_\_\_\_\_ Date Returned \_\_\_\_\_

Via: [ ] Personal Car [ ] Rental Car [ ] State Car [ ] Airplane (proof of payment required if purchased via internet)

**Meals 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://dcj.state.co.us/ovp/Documents/Consolidation%20Process/High\\_Cost\\_Per\\_Diem\\_rates.pdf](http://dcj.state.co.us/ovp/Documents/Consolidation%20Process/High_Cost_Per_Diem_rates.pdf)
- If the *per diem* location/rate is not listed, use **\$46.00** as the daily rate.
- DO NOT claim meals covered under Hospitality or in Registration Fees.
- You can claim less than the maximum allowable *per diem*- NOT MORE
- **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.

Date	Total Feed Expense Per Day
	List actual meal expenses by date, OR if claiming per diem, list meals to be reimbursed B = Breakfast, L = Lunch, D = Dinner (no receipts needed)

If more than one person per hotel room, list other person (s) \_\_\_\_\_

Are they claiming expenses? [ ] Yes [ ] No Comments: \_\_\_\_\_

If spouse was sharing room, was the rate the same for 1 or 2 persons? [ ] Yes [ ] No

**Other Expenses - list dollar amounts (Original receipts MUST be attached)**

Airfare (purchased via internet) _____	Taxi _____	Bus / Metro _____
Registration Fee (personal funds) _____	Excess Baggage Fee _____	Lodging _____
Rental Car _____	Shuttle _____	Mileage * _____ miles x .50 = _____
Gas Expense _____	Road Tolls _____	Supplies _____
DIA Parking (approx. \$12/day at DIA) _____	Internet _____	Phone _____
Hotel Parking _____		Other _____