



Domestic Travel Form

Traveler Information:

Name:

Email:

CSU ID:

Phone Number:

Are you a CSU employee?

Emergency Contact Information:

Name:

Email:

Relationship:

Phone Number:

Travel Information:

Travel Destination (or nearest big city): _____

Travel Dates: _____

Method of Travel: _____

Personal Travel Dates (at no expense to university): _____

Is a travel advance needed? If so, list amount: _____

Purpose of trip:

(Form continues to next page)

Expenses:

Travel Agency (Frosch or Travel Society): _____

*Note: If the airline ticket was purchased personally online by you, you must provide an explanation (ex: online ticket was quoted significantly cheaper than travel agent).

Estimated Airfare Cost: _____

Estimated Lodging Cost: _____

Estimated Taxi/Shuttle Cost: _____

Registration Fee: _____

Personal Mileage Total: _____

Other Expenses (explain): _____

Estimated Expense Total: _____

In the space below, please add any additional comments on the trip, such as special circumstances, different accounts used for reimbursement, or extra expenses.

Travel Agency Contact Information:

NOTE: When you receive your airfare receipt, email it to the administrative assistant. Notify the administrative assistant immediately if your travel dates change.

Agency	Address	Phone #	Email
Frosch	300 E. Boardwalk Dr. Fort Collins, CO 80525	(970) 223-0442 (800) 255-0808	fortcollins@frosch.com
Travel Society	201 S. Witcomb St.	(970) 222-5108	jennyb@travelsociety.com