

## Travel Forms for Extension Use

These are the new forms for employees submitting travel through CSU Extension and they reflect the new State Fiscal Rules in effect August, 2006. These rule changes are detailed on the previous web page under “Travel Reimbursements”. Procedures for travel approval have not changed and these are summarized under each form type. *Click on the form name to bring up a printable form.*

### **Pre-trip Authorization**

- ✓ Required to be submitted and approved prior to departure for all out-of-state travel and in-state travel with airline purchase.
- ✓ Fill in name, employee ID #, purpose, travel dates, estimated expenses, account numbers, sign, give to supervisor for their approval signature and send to your regional director. The final approver must mail original to the Fiscal Office
- ✓ Travel Authorization number will be generated by Fiscal Office and a copy of the Pre-trip Authorization will be returned to the traveler for reference.
- ✓ The form with original signatures is required by Business and Financial Services.
- ✓ However if airline tickets need to be issued immediately, a copy can be faxed to the Fiscal Office, (970) 491-7396, for creation of the Travel Authorization number and the original mailed as soon as possible.
- ✓ Travel agencies need copies of these documents as backup for airline charges. Let the Fiscal Office staff know if we need to send a copy to an agency.

### **Travel Voucher**

- ✓ Required for claiming expenses for out-of-state and in-state travel when an overnight stay or airline purchase was required.
- ✓ Use Pre-trip Authorization number on Travel Voucher if one was issued before the trip. If you didn't do a Pre-trip and you should have, beg forgiveness and send your completed Travel Voucher anyway.
- ✓ Completely fill out the Travel Voucher with name, employee ID #, purpose, travel dates, destination, actual expenses, totals and account number. Sign under “Traveler Certification” and ask your travel approver to sign.
- ✓ Attach all required original receipts and mail original Travel Voucher form with receipts to the Fiscal Office. Fiscal Office staff will route the document for any other necessary travel and/or account approvals.
- ✓ Refer to the “Pocket Guide for Travel” pamphlet for travel information and the
- ✓ Business and Financial Services web page if more details about state travel rules are needed. Please call the Fiscal Office at (970) 491-7486 for questions also.

### **Single Day or Monthly Mileage Travel Voucher**

- ✓ Designed to be used for routine in-state travel when there are no overnight stays and in cases when only a mileage reimbursement is requested.
- ✓ Note that meals are not allowable on single day travel.
- ✓ Completely fill out the form with name, employee ID#, purpose, travel dates, destination, actual expenses, totals and account number. Sign under “Traveler Certification” and ask your travel approver to sign.
- ✓ Attach all required original receipts and mileage logs. Mail entire form with receipts to the Fiscal Office. Fiscal staff will route the document for any other necessary travel and/or account approvals.