



# Travel Authorization Request

**Please submit this form before travel** - Enter the information in ALL the fields below and you will receive an email confirming the Department Administrator/Chair approval. Forward the completed form to email **PathTravel@CUAnschutz.edu**

Personal Information	
Traveler's name	
International/Out of State/In-State travel?	
Will personal time be taken? Dates?	
Expected Business Travel Dates	
Meeting Location (city, state, country)	
Alternate arrival location (if taking personal time)	
Source of Funding (*enter Speedtype)	<input type="checkbox"/> Enrichment <input type="checkbox"/> *Grant _____ <input type="checkbox"/> *Other _____
Conference Name and Justification for University business-related travel	
Estimated Travel Expenses (note any expenses covered by sponsor)	
Airfare (use Concur/Christopherson only)**	
Car Rental	
Transportation	
Lodging	
Meals	
Misc (registration/abstract/etc.)	
<b>**Use online Concur Travel &amp; Expense System or Christopherson Business Travel (cutravel@cbtravel.com or 303-694-8744) to purchase your airline tickets. You must reference a speedtype upon purchase.</b>	
For Clinical Faculty	
Covering Physician(s):	
Name: _____	Phone Number: _____ Pager Number: _____
Name: _____	Phones Number: _____ Pager Number: _____
For Research Faculty	
Emergency Contact in your absence:	
Name: _____	Phone Number: _____ Pager Number: _____



## Department of Pathology

### Approved CU Travel Agency:

You are required to purchase airfare through the University of Colorado approved travel agent Christopherson Business Travel.

To make airfare reservations, please contact Christopherson below:

**cutravel@cbtravel.com or 303-694-8744**

### Travel Reminders:

- Reimbursement requests become taxable income if not submitted within 90 days from the end of the trip
- Internet airfare will not be reimbursed without a signed waiver from the University.
- Lodging cost can be reimbursed up to the maximum allowed government per diem rate or the commercial standard rate. For per diem rates:  
<http://www.gsa.gov/portal/content/104877>
- Meals can be reimbursed up to the allowed per diem rate. Submit meal receipts, or specify the dates that you are requesting per diem. You will only receive 75% of per diem on the first & last days of travel.
- Please submit meeting agenda with reimbursement request.
- Please submit itemized receipts with proof of payment.

### Questions, please contact:

PathTravel@cuanschutz.edu