

Travel Authorization Request

All travelers must submit this form before travel. Submit completed form to PathTravel@cuanschutz.edu, except for Residents/Fellows.

Residents/Fellows: submit completed form to your appropriate coordinator (see list on page 2). You will receive an email confirming Department Administrator/Chair approval.

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) Residents/Fellows - leave this area blank	Enrichment	*Grant	*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.)

****Use online Concur Travel & 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.**

For all Travelers

Emergency Contact in your absence:	
Name:	Phone Number:

For Clinical Faculty

Covering Physician:	
Name:	Phone Number:
Name:	Phone Number:

For Residents/Fellows

Program Director Approval:



Department of Pathology

The approved CU Travel Agency is Christopherson Business Travel

cutravel@cbtravel.com or 303-694-8744

You must use the Concur Travel & Expense System (accessible through the tile in your employee portal)



or Christopherson Business Travel to book your flights for business travel. Note that Christopherson charges a \$20 fee for their service.

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. See policy at <https://www.cu.edu/psc/travel/booking-travel/internet-airfare>
- Meals can be reimbursed up to the allowed per diem rate at your location of travel. Specify the dates that you are requesting per diem and any meals provided to you during your travels. You will receive 75% of per diem on the first & last days of travel. For per diem rates visit <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- Please submit meeting agenda with reimbursement request.
- Please submit itemized receipts with proof of payment.

Questions?

Residents/Fellows - please contact your appropriate coordinator:

Francina "Fran" Jeelani: Francina.Jeelani@cuanschutz.edu

Patricia Braund: Patricia.Braund@cuanschutz.edu

Julia Schuster: Julia.2.Schuster@ucdenver.edu

Cassie Thomson: Cassie.Thomson@cuanschutz.edu

Everyone else please email PathTravel@cuanschutz.edu