



ACADEMIC AFFAIRS
Travel Authorization Form
Faculty and Staff

Please complete this form and submit it to your School Dean or Appropriate Administrator for approval prior to absence from campus.

Employee Information			
Name	Title/Position	Department	Campus Phone Number

Absence and Destination Information		
Date(s) of Absence	City	State
Reason for Absence		

Teaching Arrangements	
Will this absence impact your scheduled teaching responsibilities? Yes No	If yes, please describe below how teaching responsibilities will be covered during your absence. Whenever possible, it is preferred that your classes continue to meet as originally scheduled.

Anticipated Funding Sources		
Use the drop down below to select your anticipated funding source. If unknown, select other.		
Funding Source	Additional Information (include Grant Fund number if applicable)	Expense of Trip Not to Exceed

Travel and Lodging Policies

If you require a travel advance or are traveling internationally (which requires pre-approval from the President of the University), visit the [Financial Services website](#) for more information and the appropriate forms.

Have you completed the Online Travel Certification? Yes No	If "No", please log in to CSU Learn via Online Services to complete it.
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Will your lodging arrangements exceed \$275 per night (excluding taxes)? Yes No	If "Yes", please provide an explanation for the business reason to stay at the hotel below.

Signatures and Approval		
Traveler's Signature (Required)		Date (Must be prior to travel)
Department Chair/Supervisor/P.I.	Approval Signature(s) (Required)	Date (Must be prior to travel)
Appropriate Administrator (VP, AVP, Dean, Manager)		