



# Domestic (In-State and Out-of-State) Travel Expense Justification

For All Funds

Name of Traveler _____	Phone # _____	Email _____
Fund/DeptID _____	Amount _____	
Contact Person _____	Phone # _____	Email _____

**Route this form for approval PRIOR to entering a University travel requisition**

All items, including a thorough justification, must be completed before support for the travel will be authorized.

Check type of travel:  In-State  Out-of-State

Proposed Travel Dates: \_\_\_\_\_ Destination: \_\_\_\_\_

General Purpose of Travel:  Conference  Research  Other \_\_\_\_\_

Justification for the travel, including your role, and why it is mission critical (Faculty must indicate plans for covering classes and necessary supporting documents):

**Lodging Rate Exception** – complete if pre-tax rate is in excess of \$275 per night

maximum  Conference hotel rate is \$\_\_\_\_\_ per night (documentation attached)

Other - provide an explanation:

Approved  Not Approved \*Approval level is the Vice President/Provost (President for VP travel)

## DEPARTMENT REVIEW (as needed)

Department \_\_\_\_\_  
Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Program \_\_\_\_\_  
Center/College \_\_\_\_\_  
Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## REQUIRED APPROVALS (per Chancellor's Office)

*In-State Travel:*

Provost or  
Division AVP \_\_\_\_\_  
Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*Out-of-State and ALL Domestic Travel for AVP's and \*All Lodging Exceptions:*

Provost or  
Division VP \_\_\_\_\_  
Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*ALL Domestic Travel for VP's including their \*Lodging Exceptions:*

President Robert S. Nelsen \_\_\_\_\_  
Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Please scan and attach the completed form when entering your travel requisition in CFS.

Please add your requisitions number prior to scanning # \_\_\_\_\_