

Domestic (In-State and Out-of-State) Travel Expense Justification **For All University Funds**

SAMPLE

Name of Traveler I'm A Hornet	Phone # 85992	Email hornets@csus.edu
Fund/DeptID 606001-MDS01-47700	Req#7000003333	Amount 750.00
Contact Person Herky	Phone # 87411	Email herky@csus.edu

All items including a thorough justification must be completed before support for the translavill be made with

Proposed Travel Dates: Nov. 2-5, 2013	Check type of travel: ✓ In-S Destination: Los Angeles	
General Purpose of Travel: Conference Justification for the travel, including your results to build collaboration with other CSU Camp		
Lodging Rate Exception of \$\frac{188.00}{This section must be completed if the pretax} Conference hotel rate - attach documentati Other - provide documentation and an exp	rate is in excess of \$175 per night maximum on See attached Travelocity comparison; limite lanation: area; had to make reservation at alternative	ed availability in immediate e lodging site.
	al level is the Vice President/Provost (President)	lent for VP travel)
DEPARTMENT REVIEW (as needed)	6 ° .	_
Department Terry Wanless Print/Type Name	Synthyse	10-2-13 Date
Program See below. Center/College Print/Type Name		
Center/College Print/Type Name	Signature	Date
REQUIRED APPROVALS (per Chancello	r's Office)	
In-State Travel:		
Provost or	Quantus	10/22/17
Division AVP Ed Mills Print/Type Name	Signature	10/23/13 Date
Out-of-State and ALL Domestic Travel for A	VP's and *All Lodging Exceptions:	
- · · · · · · · · · · · · · · · · · · ·		2 2
Provost or		10/24/17
Provost or	Signature	10/25/13
Provost or Division VP Lori Varlotta Print/Type Name	ir *Lodging Exceptions:	(0/25//3
Provost or Division VP Lori Varlotta	ir *Lodging Exceptions:	(0/25//;

Revised July 2013

Please send completed form to Procurement & Contract Services – Campus Zip 6008

SAMPLE



International Travel Expense Justification - For All Funds



Name of Traveler Faculty Department/DeptID Fo		Phone # 85992	Email collegeprof@csus.edu		
	reign Languages/47700	Req# 7000004444	E21		
Contact Person Tatiana		Phone # 87411	Email languages@csus.edu		
All items, including a thorough justification, <u>must</u> be completed before support for the travel will be authorized. Attach Copy of Travel Requisition before Routing for Signatures.					
Proposed Travel Dates: January 5-12, 2014 International Destination: Beijing, China General Purpose of Travel: Conference Research Other Justification for the travel, including your role, and why it is mission critical:					
Travel to China to present research paper and study foreign languages institute techniques to share methods of pedagogy in collaboration with sister-University. Conference program attached.					
Funding source(s):	General Operating Fund: § 1,000.00	Other*; \$	Personal/Self-Funded:		
Approved					
Requested	College of Continuing Edu \$ 2,000.00	Grant*: \$ 3,000.00	Total Cost of Travel: \$ 6,000.00		
*Please specify Grant Name or Other Funding: CSU Chancellor's Office					
Traveler:	Signature Signature	<u> </u>	10-21-2013 Date		
Department Chair/ Manager Recommendation: X approve not approve					
Bernice Bas de Martinez	Signatur	10	10/23/13		
Print/Type Name	Signature		Date		
College Dean/Program Center Recommendation: approve not approve					
Edward Inch	Signatu	ΛΟ	10/28/13		
Print/Type Name	Signature		Date		
Travel insurance will be provided	by: College De	partment ■ Grant	Other University Source:		
(Individual employees are not permitted to purchase International Travel Insurance)					
Provost/Vice President Recommendation: 🔀 approve 🗌 not approve					
Charles Gossett	Sionatu	10	11/12/2013		
Print/Type Name	Signature		Date		
President (required per Chancellor's Office): approved not approved					
Alexander Gonzalez	_ Signati	ne	11/15/13		
Print/Type Name	Signatur		Date /		