



Travel Pre-Authorization

Instructions: To obtain pre-approval for travel (at least two weeks prior to travel) complete this form in its entirety, and attach it to a completed CSU Travel Approval and Expense Report form, along with relevant documentation (brochure, invitation, proposal acceptance, etc.). Your department chairperson/school director will review and sign the form, and forward it to the COSHP Dean for approval.

If the pre-approval is for international travel, allow additional time for approval by the Provost, and attach a detailed memorandum explaining the nature of the travel and its importance, as well as a description of plans (if any) for any dates of personal travel that may occur within the international trip's overall time period.

Cancellation of classes for travel purposes is not permitted; instead, you must make arrangements with a colleague for class coverage, or plan online lessons or activities for sessions during your absence.

Name: \_\_\_\_\_ CSU ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Department/School: \_\_\_\_\_ Travel Dates: \_\_\_\_\_

Event and Destination: \_\_\_\_\_

IMPORTANT: Check here if this is an application for Article 26 Travel funding!

- Purpose - Check all that apply: Present a paper, Present a poster, Attend conference, Faculty development, Conference organizer, Off-campus research, University business

Purpose of Travel

**Arrangements for Instructional Coverage of Classes that are Scheduled during your Absence:**

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**Anticipated Travel Expenses (\$)**

Airfare or Driving Mileage	Local/Ground Transportation & Parking	Lodging	Total Per Diem (M + I) for Trip	Registration Fee	Other
\$					

**FOR STUDENT TRAVEL:** Your advisor or faculty research collaborator **must** sign below to indicate awareness and approval of this travel, including use of his/her funding resources, if applicable.

\_\_\_\_\_ Date

Faculty Advisor/Research Collaborator Signature

**Funding Sources and Authorizations (List all sources and amounts of anticipated funding)**

Source and Account Number to be Charged	\$ Amount to be Charged to this Account
<b>For Dean's Office Use Only: Approved Article 26 Travel Funding</b>	<b>\$</b>

**Signature of traveler** (indicating understanding and acceptance of the University Travel Policy):

\_\_\_\_\_ Date

Signature