

TV#

DOC #:

PRE-TRAVEL  
DEPARTMENT OF STATISTICS  
This form should be filled out BEFORE  
you travel

<b>Traveler Information</b> (a separate form is required for each traveler and each destination)	
Traveler:	Travel Agency:
Email:	
Destination:	Dates of Travel:
Purpose of Trip:(If you are traveling on grant funds, please provide a justification appropriate to your grant)	
<b>Domestic:</b> <b>No Cost Trip:</b> <b>International:</b> (check one, if international please provide details below)	
Name and Address of Lodging:	Phone Number:
	Modes of Transportation Abroad:
<b>Expenses to be paid:</b>	
Airfare: \$	Ground Transportation: \$
State or Rental Car*: \$	Registration: \$
Lodging: \$	Per Diem: \$
Miles:                      @ 0.48/mile \$	Tolls: \$
Parking: \$	Total: \$
<b>Expenses to be Allocated to the following accounts:</b>	
Account #	Amount or Percentage
1.	
2.	
<b>Classes to be covered during absence</b>	By whom
1.	
<b>Emergency Contact Information-</b> In the event of an emergency please contact:	
1.	@

~~~~~PLEASE NOTE~~~~~

**\*Rental cars must be rented through a state contracted agency-**  
<https://www.bidscolorado.com/co/portal.nsf/xpPriceAgreementsByCategory.xsp>

Please turn in required receipts and Post-Trip form as soon as you return. All Receipts are required, with the **exception of per diem and mileage**. All travel reimbursements not approved by the employee within 60 days of the end of a business trip will be required to be included as taxable wages.

Last Update: 4/27/2017