

Department of Mechanical Engineering

Is this for Travel or Non Travel expense?

If for travel, is Travel Authorization signed by PI and Finance Manager? (required for all travel)

Yes

No

Was this purchased on a travel card, out-of-pocket, or both?

Name: _____

Email: _____

CU Employee?

Yes

No (If no, please include if you are a US citizen and the address you'd like your check mailed to in an email.)

Justification: *(Be specific about how this travel or purchase benefits the University or sponsored project.)*

FOR TRAVEL RELATED EXPENSES ONLY:

Conference Name, if applicable (no acronyms): _____

Departure Date: _____

Return Date: _____

Destination (City, State/County): _____

(If travel included multiple destinations, please include an itinerary including locations, arrival, and departure dates)

Per diem requested: Yes No

If yes, list meals provided by conference/hotel:

Mileage requested:

Date: _____ Address From: _____ Address To: _____

Date: _____ Address From: _____ Address To: _____

Did travel fall on normal work day? Yes No Did you receive a travel grant? Yes No

Speedtype (Must match the ST on the signed TA): _____ **Faculty/PI Name:** _____

Itemized list of expenses (Itemized receipt REQUIRED with proof of payment):

Include airfare, ground transportation, lodging, registration, rental car, rental car gas, parking, tolls, other.

Date	Amount	From/Supplier	Detailed Justification	Receipt? Y/N	Travel Card Used? Y/N