

TRAVEL REQUEST

JOURNALISM & MEDIA COMMUNICATION

Last updated: 08/24/2026

NAME: _____

ACCOUNT NUMBER: _____

DESTINATION: _____

Additional/multiple destinations: _____

DATE LEAVING FORT COLLINS: _____

DATE RETURNING TO FORT COLLINS: _____

PURPOSE OF TRIP: _____

PERSONAL DAYS (IF ANY): _____

If this is an international trip, please answer items on page 2.

Expense Estimates

Estimates

Airfare	☒ Online Purchase ☐ Ghost Card	\$ 0.00
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If mixing personal and business travel, request an airfare quote for business-only dates from: csu@frosch.com

Transportation

Fort Collins to DIA

DIA, 150MI x \$0.68/mi = \$102.00 round trip	\$ 0.00
DIA Parking	\$ 0.00
Shuttle: Groome starting at \$58 RT for CSU/HTC or \$110 RT for home	\$ 0.00

Local transportation

Uber, Lyft, taxi, train, subway, etc.	\$ 0.00
Rental car - MUST use CSU-approved agency. See travel site for details.	\$ 0.00
Rental car Parking	\$ 0.00
Rental car fuel, mileage, etc. Notes:	\$ 0.00

Per Diem

	days at		per day - First and last day at 75% per policy	\$ 0.00
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[Meal and Incidental Per Diem Rates](#)

Refer to Appendix A1 link under "Meal and Incidental Per Diem Rates (October 1, 2025 through Present)"

Lodging Must provide documentation re: single- versus double-occupancy rates if room shared with others.

	nights at		per night	\$ 0.00
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Registration	(If paid with pcard, do not include here.)	\$ 0.00
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Membership	(If paid with pcard, do not include here.)	\$ 0.00
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Other	Note other applicable travel expenses: baggage fees, research, etc.	\$ 0.00
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Total	\$ 0.00
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Funding Notes	Include any info re: expense limit, split funding from multiple sources, travel awards, etc.
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International Travel Only - please answer for Risk Management approval

Indicate your familiarity with the region.

Please provide a personal phone number at which you can be contacted while abroad:

Modes of transportation while out-of-country. Please check all boxes that apply.

- | | | |
|---|---|---|
| ☐ Personal Vehicle | ☐ Bus | ☐ Walking/Hiking |
| ☐ Rental Vehicle | ☐ Ship/Ferry/Boat | ☐ Train |
| ☐ Train | ☐ Rental vehicle w/ Driver | ☐ Host Vehicle |
| ☐ Airplane | ☐ Other | |

Please provide information about each of your international accommodation locations. If you need more than four, please write in the same items of information requested below.

Accommodation Type (Hotel, Airbnb, Personal Residence, etc.?)

Name: _____
Phone: _____
Address: _____
Dates: _____

Accommodation Type (Hotel, Airbnb, Personal Residence, etc.?)

Name: _____
Phone: _____
Address: _____
Dates: _____

Accommodation Type ((Hotel, Airbnb, Personal Residence, etc.?)

Name: _____
Phone: _____
Address: _____
Dates: _____

Accommodation Type (Hotel, Airbnb, Personal Residence, etc.?)

Name: _____
Phone: _____
Address: _____
Dates: _____