

# Section XIV

## Travel Authorization Form

**1** TRAVELER'S INFORMATION

**2** BUSINESS TRIP DETAILS AND PREPAYMENT REQUEST

**3** DEPARTMENT ID AND AMOUNT TO BE CHARGED

**4** TRAVELER'S SIGNATURE AND APPROVAL SIGNATURES

## Travel Authorization Form

1. This form needs to be completed **30 days prior to travel**
  - a. Complete information for the traveler
2. Indicate purpose of the trip, dates, and whether personal days will be taken during travel
3. Indicate who will be paying for the travel
  - a. If a sponsored project is paying for the travel just indicate the CSUF ASC # and leave the rest blank
  - b. #6 on the form states “Authorized Amount not to Exceed – if there is a dollar amount in that line the traveler will only be reimbursed up to that dollar amount stated regardless if their expenses exceed that amount
4. Sign and Obtain proper signatures
5. Submit a copy of this form to CP-275 Office of Sponsored Programs **30 days prior to travel**