FACULTY & POST-DOC TRAVEL

PRE-TRAVEL

link: **PRE-TRAVEL REQUEST FORM**

This should be done as early as possible to ensure that it is all signed and approved *before* you travel.

- Complete the following sections: Personal Information, Estimated Costs, and Calculated Costs.
- Refer to the Guidelines tab for instructions for the form.
- The GSA page has per diem information: Travel resources | GSA
- Note the account/grant to charge in NOTES: towards the bottom of the page.
- Send your completed form and supporting documentation to me to route for signatures.
    - examples of supporting documentation
        - email confirmation of acceptance if presenting, or conference info from conference website if not presenting
        - OR brief description of fieldwork research

POST-TRAVEL

link: **POST-TRAVEL EXPENSE FORM**

Be sure to submit your travel form no later than 2 weeks after you complete your travel.

- Refer to the Guidelines tab for instructions for the form.
- List each date separately. Be sure to put per diem in correctly (ie 75% on travel days)
- **Travel by Air:** You do not need to split your airfare, just enter the entire amount, put RT for roundtrip and cities (i.e. “RT CLE to NYC”).
- **Travel by Car:** If you traveled by car:
    - Complete the Mileage Form too
    - Include a Google Maps with point A (home or CSU) to point B mileage; mileage is currently $.70/mile for 2025.
    - Include a sample airfare with similar timing so AP can ensure this was the best option. **If airfare was less but you drove anyway, please cite your reasons in your email to me so I can include that when I submit it. Acceptable exceptions include car-pooling (include names of people that car-pooled with you) and carrying equipment.
- **Carpool & Shared Lodging:** If your travel was by carpool noted on someone else’s travel form, please include that info and their name so auditors can reference that. Likewise, if you shared a hotel room with another student, please note that in your email to me.
- **Conference Registration:** If your conference registration included your lodging and/or meals, or your lodging was covered another way (such as students visiting the Stone Lab or if lodging is included in conference registration), please include that information in your email to me.
- **Receipts:** Make sure you have receipts for everything, except per diem, and included when you send them to me. It is helpful if you have 1 file with all receipts, put in some type of logical order, preferably by date. When possible, send photos in small format so the file is not huge.
- **Exclusions:** CSU does not cover personal items, baggage fees, or seat upgrades. CSU only reimburses for conference registrations, lodging, transportation, and per diems. If you have any questions on this, please ask before submitting your form.
- You will receive the form from me via Adobe to sign as traveler.