CSUDH | FOUNDATION

TRAVEL AUTHORIZATION AND ADVANCE
(For international trips, please fill out International Travel Request Form)

*ALL TRAVEL REQUIRES PRIOR AUTHORIZATION

SECTION I

TRAVELER INFORMATION

○ Student (requires waiver)   ○ Other: _____

University/Foundation Employee

Name	Phone	Departure Date	Return Date

Purpose of Trip

DESTINATION

ACCOUNT INFORMATION

City	State	Account Number	Object Code	Amount Charged
City	State	Account Number	Object Code	Amount Charged

SECTION II: COMPLETE IF REQUESTING AN ADVANCE OR IF ESTIMATE IS NEEDED

Check One Box: ☐ Estimate only   ☐ Request for Advance (Prior to trip)

*Only claim meals that are allowable in the travel policy	Number of Days	Meal Totals (Max is $55 Per Day)	Amounts Payable to Traveler	Amounts Payable to Other
Breakfast				
Lunch				
Dinner				
Lodging				
Transportation				
Conference Registration				
Other (Specify)				
Totals				
Only 80% Advance provided to Traveler				

○ Mail Advance to Address: _____   ○ Call Ext _____ for pickup.   ○ Direct Pay (Must be Enrolled)

LODGING	TRANSPORTATION	CONFERENCE

If advances for lodging, transportation, or conference registration are to be made payable to a payee other than the traveler, provide payee information:

Payee Name	Payee Name	Payee Name
Address	Address	Address
City/State/Zip	City/State/Zip	City/State/Zip
○ Mail ○ Hold for Pick Up	○ Mail ○ Hold for Pick Up	○ Mail ○ Hold for Pick Up

Please attach supporting documentation for all expenses identified in the above section.

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SECTION III: Signature Approval
For Philanthropic Account Expenditures Over $750 Must Receive Dean or VP Approval

This section must be completed prior to travel for all travelers when requesting an advance or if required by their department's policy.

_____   _____
Traveler's Signature   Date   Authorized Account Signer Approval   Date

_____   _____
Foundation Approval   Date   Director/Dean/Dept. Head/ Supervisor Approval   Date