



# California State University Maritime Academy

Reset

## TRAVEL AUTHORIZATION FORM

### Instructions

- A. Complete the Travel Authorization form and obtain the authorization/approval from the appropriate approving official **in advance**.
- B. Attach the approved and completed form with your travel claim. Travel claims must be submitted to Accounting **within 60 days of the trip's end**.

Traveler Category:  Faculty  Staff/Administration  Cadet

Traveler's Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Travel Type:  In-State  Out-of-State  International

Travel Dates (to/from) \_\_\_\_\_ Personal Travel Dates (if any): \_\_\_\_\_

Destination: \_\_\_\_\_

If destination is a state restricted by AB No. 1887 (<https://oag.ca.gov/ab1887>), please attach an explanation and VP approval:

Purpose of Travel, including role:

### Estimated Cost of Trip

Mileage Rate: \_\_\_\_\_

Airfare: _____	Car Rental: _____	Taxi: _____
Driving Miles: _____	Mileage: _____	Parking: _____
Tolls: _____	Incidentals: _____	Meals: _____
Reg/Conf Fees: _____	Other: _____	**Lodging: _____
		#Night X \$Rate

Total *Estimated* Cost of Trip: \$ \_\_\_\_\_

\*\*VP or designee approval if over \$275 per night

### Chartfield to be Charged

Account (6 digits)	FUND (5 digits)	Dept ID (5 digits)	PROGRAM	CLASS	PROJECT	Amount	Approval
Account (6 digits)	FUND (5 digits)	Dept ID (5 digits)	PROGRAM	CLASS	PROJECT	Amount	Approval

Signature of Traveler: \_\_\_\_\_ Date: \_\_\_\_\_

*In approving this travel request, I certify that if a private motor vehicle is used, the employee has a current Form Std, 261 Authorization to Use Privately Owned Vehicle on State Business on file in the department.*

Dean/Administrator Approval Name	Signature	Date
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### International Travel Approval by University President

Employees planning to travel to international destinations must request approval from their campus President prior to making any travel arrangements. Traveler must review both the CSURMA High Hazard Country List and the US Department of State Travel Alert or Warning List, using the links in this section to determine if any destination (including layovers) appears on either list. Refer to the information provided by CSU-wide Risk Management under International Travel Resources located at [http://www.calstate.edu/risk\\_management/rm/](http://www.calstate.edu/risk_management/rm/)

1. Vice President	2. Risk Management	3. President
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