

## Non-Employee Travel Request

Fill in the information below and send to [cirestravel@colorado.edu](mailto:cirestravel@colorado.edu), or fax (303)492-1149 to a CIRES Travel Liaison

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**Are you a FEDERAL EMPLOYEE?**                      **Yes:**    **No:**

If **yes**, you are required to seek approval from your agency in order to accept payment of travel expenses from a non-federal source

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**\*Full NAME as it appears on your Gov't issued ID:**

**\*Date of Birth:**

**\*Gender:**

**\*E-MAIL Address:**

**\*PHONE # :**

\*Please Note: All fields above marked with \* are required by TSA as of March 1, 2009.

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**Any Personal Travel Time being taken?**                      **Yes:**    **No:**

If **yes**, then 2 separate quotes must be provide by Christopherson Business Travel: one with business only dates and the other with business+personal time.

**DEPARTING CITY:**

**DESTINATION(S):**

**DATE OF DEPARTURE:**

**DATE OF RETURN:**

**FUNDING SOURCE:**

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**TRAVEL AGENCY:**                      **Christpherson Business Travel (303-694-8744, cutravel@cbtravel.com)**

**AIRFARE:**

*Special requirements need to be followed for WEB purchased tickets and personal travel.*

**ESTIMATED LODGING COSTS PER NIGHT:**

**NUMBER OF DAYS FOR MEALS (staff will supply correct rate):**

**RENTAL CAR/GAS/PARKING:**

**TAXI/BUS/SHUTTLE:**

**POV/MILEAGE/PARKING:**

*mileage reimbursed @.50/mile*

**OTHER COSTS (specify):**

**PURPOSE AND JUSTIFICATION AS IT RELATES TO THE FUNDING SOURCE:**