



CALIFORNIA STATE UNIVERSITY, LONG BEACH
REQUEST FOR TRAVEL



Giselle's 800-388-3238

Dept Reference Number: \_\_\_\_\_

Request Date: \_\_\_\_\_

(Line Description)

Employee Name: \_\_\_\_\_
LAST NAME FIRST NAME

Department: \_\_\_\_\_

Employee ID #: \_\_\_\_\_

Campus Extn: \_\_\_\_\_

Employee Address: \_\_\_\_\_

Name of Organization / Association Event: \_\_\_\_\_

Purpose of the Trip: \_\_\_\_\_

Travel Dates: From \_\_\_\_\_ To \_\_\_\_\_ TrUj Y`jg: I G [ ] 56FC58 [ ]

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

XUAP Provost Signature Required for International Itineraries

Please check if travel is direct billed through Giselle's: [ ] Airfare \* [ ] Rental Car \*

\*If using Giselle's for airline or rental car, fax copy to Giselle's 208-338-6023 and Accounts Payable 562-985-1702

HfUj Y`5 VfcUX`fYei `fYg: H@D`]bgi fUbW/ UFY`nci `fYei Yghb[ `W Uf[ Yg`VY`Udd`]YX to the same chartfields as the trip? `Yes No

If bo, please use last line VY`ck `UbX`W`a d`Yh`A Y: H@D`]bgi fUbW expenses`W Uf`Z`Y`Xg"

Chartfield:

Table with 9 columns: Amount, Account, Fund, Dept ID, Program, Class, Project, 3rd Party, Billing Number

Travel Advance Request (International Travel & Student Group Travel Only)

(If cash advance is requested, submit form to AP for processing.)

Advance Amount Requested: \_\_\_\_\_ Needed By: \_\_\_\_\_ Call: \_\_\_\_\_ for pick up. Ext: \_\_\_\_\_
(No earlier than 10 days prior to departure)

STATEMENT OF EMPLOYEE'S RESPONSIBILITY

I, the undersigned, hereby acknowledge my responsibility to clear any advance (including cash advances and Giselle's airfare) within 30 days after the end of the trip. I further understand that any uncleared advance may result in taxable income to me.

Traveler's Signature \_\_\_\_\_ Date \_\_\_\_\_ Appropriate Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Printed Name: \_\_\_\_\_

Other Signature \_\_\_\_\_ Date \_\_\_\_\_ Other Signature \_\_\_\_\_ Date \_\_\_\_\_
For Academic Depts: Travel within US For Academic Depts: International Travel

Travel Agency Notes/Requests:

Contact/Arranger Name: \_\_\_\_\_ Contact/Arranger Extension: \_\_\_\_\_
(For Ticketing/Billing Issues)