

## CAP Travel Authorization Request

### Instructions:

**Complete and submit this form electronically to your Supervisor/SpeedType Approver.**

**Submit completed and signed form to [CAP.Travel@ucdenver.edu](mailto:CAP.Travel@ucdenver.edu)**

**\*Note that International travel requires an additional pre-approval request completed through Concur.**

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

**CU Affiliation:** Employee – Enter Employee ID# \_\_\_\_\_ Student – Enter Student ID# \_\_\_\_\_

Traveler Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Please provide the speedtype(s) and total amount(s) the expenses will be charged to:

SpeedType: \_\_\_\_\_ Amount: \_\_\_\_\_ SpeedType: \_\_\_\_\_ Amount: \_\_\_\_\_

### Trip Information

Destination (City, State or Country): \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

**Detail on how this trip will benefit your research, teaching, your Department, CAP or the University**

### Travel Expense Estimates

Type of Expense	Description of Expense	Expense Amount
Airfare	Use Concur Travel or Christopherson (\$20 service fee not included) to get detailed quote and attach to this request	
Conference Registration Fees		
Lodging		
Rental Car and Gas		
Mileage	Estimated miles: _____ X Current rate: \$0.52	
Miscellaneous		
	Total Estimated Expenses Amount	

### Notes (Provide additional information related to this trip)

\_\_\_\_\_  
Supervisor/SpeedType Approver Signature and Date