<Date>

To: Dr. <Chair Name>, Chair

Dr. Christopher Meyer, Dean

From: <Faculty/Staff Name>

Department of <department name>

Re: Request for Travel Approval

I would like to request approval for the following trip:

Travel Dates:

Location\*:

Purpose:

Benefits to the University:

Estimated Cost:

Source of Funds:

*\*Travel to banned states using state funds must be pre-approved by Ben Hylton, University Controller at* [*bhylton@csufresno.edu*](mailto:bhylton@csufresno.edu)*. See latest list and written justification requirements:* [*https://adminfinance.fresnostate.edu/accountingservices/travel/index.html*](https://adminfinance.fresnostate.edu/accountingservices/travel/index.html)

*For CSM field trips, off-campus event policy requirements (CSU Executive Order 1062 Field Trips* [*https://adminfinance.fresnostate.edu/ehsrm/riskmgt/off-campus-events*](https://adminfinance.fresnostate.edu/ehsrm/riskmgt/off-campus-events) *) will be followed.*

CC: <Department Coordinator Name>, Department Administrative Coordinator

Nancy Gomez, CSM Budget Analyst