<Date>

To: Dr. <Chair Name>, Chair

Dr. Christopher Meyer, Dean

From: <Faculty/Staff Name>

Department of <department name>

Re: Request for Travel Approval (Domestic)

1. **Traveler Name:** First name and last name / Faculty, Staff or (Student with Fresno State ID)

2. **Department/Office:** Department/Office

3. **Destination:**

4. **Dates:**

5. **Estimated Cost:** $

Expense Breakdown (optional)

Lodging:

Meals:

Flight:

Ground transportation:

6. **Funding Source:**

a. **State:** (college professional development funds $, faculty startup funds $ etc. or none)

b. **Foundation:** (foundation grant $, foundation trust $, or none)

7. **Purpose:** To present a paper at the 2023 annual meeting

8. **Course Plan:** If the Faculty will be absent from any course(s) they are teaching, please submit a course plan(s) on how the course(s) will be covered.

Current University Travel Guidelines: <https://adminfinance.fresnostate.edu/accountingservices/travel/index.html>

*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)

CC: <Department Coordinator Name>, Department Administrative Coordinator

Nancy Gomez, CSM Budget Analyst