

# Computer Science and Engineering – Notification of Travel

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ PSU ID# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

PSU EMAIL: \_\_\_\_\_

Destination (City & State and/or Country): \_\_\_\_\_

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

PSU Business Purpose of Travel: \_\_\_\_\_

**WITHIN THE USA:** Please check <https://www.gsa.gov/travel/plan-book/per-diem-rates> for lodging per diem rates prior to booking your hotel. If the hotel cost is over the per diem rate, you must receive prior approval for overage amount

**FOREIGN TRAVEL:** **ALL Foreign travel MUST be registered each time with TSN PRIOR to traveling (TSN.PSU.EDU)** - You must provide TSN receipt email to be reimbursed - email should arrive 2 weeks prior to travel  
**Student Foreign travel airfare MUST be done through CONCUR - NO EXCEPTIONS!!**  
**Keep and turn in all lodging and food receipts for VAT Reclamation**

Did you use CONCUR for airfare? YES NO If not, you **MUST** provide a comparison from CONCUR leaving & returning to State College

Do you have Personal Travel included in this trip? YES NO PERSONAL TRAVEL DATES: \_\_\_\_\_

If yes, you **MUST** provide a comparison from CONCUR without personal travel & leaving & returning to State College

Did you use a PSU PURCHASING CARD for airfare? YES NO Name on Purchasing Card: \_\_\_\_\_

What is the estimated cost of the entire trip? \$ \_\_\_\_\_

Do you expect to receive a travel grant from another source: YES NO HOW MUCH \$ \_\_\_\_\_

## FACULTY MUST FILL OUT

(email approval accepted if faculty out of town)

**\*\*Faculty please note: the amounts on this sheet DO NOT include indirect costs\*\***

PSU FUND NAME (must have effort charged within the prior 6 months): \_\_\_\_\_

FACULTY/SUPERVISOR SIGNATURE (if student/staff travel) Murphy K. Fowler

FACULTY/SUPERVISOR NAME PRINTED \_\_\_\_\_

**TURN OVER FOR SIDE 2!**

**Traveller to fill out**

**CONFERENCE/WORKSHOP/LECTURE INFORMATION**

Exact dates for university/business related travel (dates of conference, workshops, invited talks, professional meetings, and so forth): \_\_\_\_\_

Exact title of conference/workshop (NO acronyms) and location: \_\_\_\_\_

Check all that apply:    Invited ☐    Attend only ☐    Presentation ☐    Other (explain) \_\_\_\_\_

Title of paper presented: \_\_\_\_\_

**FINANCE OFFICE:**

Budget	Fund	Cost Center	End Date
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