Colorado State University
Chartered Trip Approval Form

Department: ____________________________  Preparer: ____________________________

Date: ____________________________  Phone #: ____________________________

Destinations(s):

Departure Date: ____________________________  Return Date: ____________________________

Departure Time: ____________________________  Return Time: ____________________________

Note: For multiple dates and times, attach itinerary to the back of the approval form.

Attach season’s charter schedule for athletic team travel.

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<th>Passenger Name</th>
<th>Type</th>
<th>Title/Position</th>
<th>Account</th>
<th>Payment due from another Source?</th>
<th>Source</th>
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Note: For athletic team travel, include team in passenger name (eg. Men’s basketball) and Athletic team for “Type”

Purpose of trip:

________________________________________________________________________
________________________________________________________________________

Benefit to University:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Cost Savings in Lieu of Standard Commercial Travel
Price of individual commercial ticket
x number of passengers
= Total cost of commercial airfare
+ value of labor savings due to minimizing
unproductive time:

Total Cost Savings

- Charter Quote

Savings to University

OR

Check appropriate Justification box below if no savings available

- Due to time and schedule constraints of employee(s) only reasonable method of transportation is by charter aircraft.
- No commercial service available to destinations/ground transportation not feasible
- Not enough seats available on commercial flights to accommodate group at given travel time.

APPROVALS

Athletic Director only for Athletic Team Travel and Student Athlete Recruiting

Vice President for University Advancement for trips involving donors or potential donors

President’s office for all charter flights except Athletic Team Travel and Student Athletic Recruiting

November 2012