



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.

Passenger Name	Type	Title/Position	Account	Payment due from another	
				Source?	Source

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: - # employees x average wage /hr x # days
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

Date:

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

Date:

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

Date: