



Graduate Degree Program in Ecology
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GDPE Travel Policies and Procedures

Funding Sources

If you are receiving funds from more than one source (GDPE and somewhere else), be explicit about what that is. Only one CSU travel document can be created. This decision should be made first to avoid confusion and redundancy. The GDPE Program Coordinator can help with questions about this.

If you have travel questions, please contact GDPE Program Coordinator at (970) 491-4373 or via email ecology@colostate.edu.

Pre and Post Travel Worksheets are available on our website: <http://ecology.colostate.edu/financial-travel-forms.aspx>

Pre-Travel Worksheet

A Pre Travel Worksheet is required for all out-of state travel BEFORE the travel takes place. Submit to the GDPE Program Coordinator so a travel document can be created and routed for approvals.

If an airline ticket is required, the traveler should contact an authorized Travel Agency. GDPE uses New Horizons Travel (223-7400), Debby DeLeon debbyd@travelnewhorizons.com. She will email the GDPE program coordinator, who will provide her with voucher information. The ticket will be purchased directly through CSU with no cost to the traveler.

The Pre-Travel Worksheet has important information listed on it, which will help the traveler supply correct and complete information required by CSU and the State of Colorado.

Post-Travel Worksheet

A Post-Travel worksheet is required ASAP after the travel is completed if reimbursement is needed. It should be filled out completely and have all original receipts and folios attached, and returned to the GDPE Program Coordinator.