

Stateside Travel Request Only



College of Health, Human, Services and Nursing

NOTE:

For international travel, please submit this form to chairs and complete the travel request in Concur at least 9 weeks before your travel.

For travel within the U.S., please submit this form to chairs and complete the travel request in Concur at least 6 weeks before you travel.

Name

Email

Phone

Department

Travel Start Date

Travel End Date

Travel Type

Estimate Total

Travel Details (CSUDH Business Justification)

Attachments to Upload to Concur Travel:

1. This Signed Travel Form.
2. Upload Travel Detail Document
(ex: Invitation or Agenda or Email
Notification)

For Completion by Department Chair:

Approved

Not Approved

Department Chair Signature