



Gift to Agency – Travel Request

Campus Information

Campus Name:	California State University, Fresno		
Address:	5241 N. Maple Ave.		
City:	Fresno	State, ZIP:	CA 93740-8020
Campus Contact:	Bob Murphy	Title:	Conflict of Interest Officer
Phone Number:	559-278-2032	E-mail:	rmurphy@csufresno.edu
Official Using Travel Payment:	Stephen Robertello, Paul Ladwig and Rodney Terry	Title:	Co-Interim AD, Sr. Assoc. AD for External Relations and Head Men's Basketball Coach
Department:	Human Resources		

Donor Information

Donor Name:	Meyers Farms Family Trust		
Address:	P.O. Box 457		
City:	Firebaugh	State, ZIP:	CA 93622

Travel Payment Information

Gift Amount:		Date Received:	
Travel Location:	Fresno, CA/Las Vegas, NV/Fresno, CA		
Date(s) of Travel:	From: 10/10/14	To:	9/10/14

ESTIMATED TRAVEL EXPENSES:

Transportation Expenses	\$ 400.00
Lodging Expenses	\$ 0
Meal Expenses	\$ 0
Other Expenses	\$ 0
Total Estimated Expenses:	\$ 400.00

Describe purpose of trip, and use of travel gift for official agency business:

I have determined that it is in the interest of the agency to accept this travel gift and use it for the official agency business described above.

			
Signature of Agency Head or Designee	Print Name	Title	Date