

# Colorado State University

## Quick Reference Guide to University Travel

The following rules and definitions apply to all travel paid with University funds---no matter the source of the funds---and to all individuals engaged in such travel, whether officers, faculty, staff, students, or non-employees traveling on University business. For questions, contact Travel Services at 970-491-6021 or 970-491-1362.

### **PCARD**

PCARD is the University's procurement card and cannot be used for travel expenses. Exception: Used for conference/event registration, if accepted by the vendor.

### **Accident/Stolen Rented Vehicle**

If an accident occurs, or a rented vehicle is stolen call the State Travel Card Program Administrator at 1-800-VISA-911 to report the loss. If you are outside the US, call collect at 1-410-581-9994. The Program Administrator will answer any questions you or the car rental agency may have and will then send you a claim form. All claims must be reported immediately following the loss, but no later than 45 days following the date of the loss. When you return the vehicle to the rental agency you need to obtain the following: 1) a copy of their accident report form and claim document, which should indicate the costs you are responsible for and any amounts that have been paid toward the claim; 2) a copy of the initial and final car rental agreement; 3) a copy of the repair estimate or itemized repair bill; 4) two photographs of the damaged vehicle, if available; 5) a police report, if obtainable.

### **Advances**

There are two ways to obtain an advance:

- 1) State Travel card. Employees are required to use their State Travel card at an ATM to obtain travel advances. ATM transaction fees are reimbursable via Travel Reimbursement upon trip completion. **Traveler is responsible for direct repayment of advances to State Travel card.**
- 2) If the State Travel card option cannot be used, travelers can request by completing the Travel Advance tab on the Travel Authorization. The Controller's Office will take any appropriate action to assure that each travel advance received from the university is repaid within 60 days after the conclusion of the authorized travel.

### **Aircraft – Private**

Prior written approval from the Office of Risk Management is required; failure to obtain pre-approval will result in a personal expense to you.

### **Aircraft – Leased**

Prior written approval of the Aircraft Section of the Colorado State Patrol in the Department of Public Safety is required, regardless of the source of funds. This includes the lease of any replacement aircraft for those presently operated by the state agency or institution of higher education.

### **Airline Tickets**

Traveler must use approved travel agency to book tickets, requesting lowest fare available from all carriers; First/Business class travel not allowed. Travel agency will need Travel Authorization and fund numbers to proceed. (Also see Internet Airline Tickets)

### **Alcoholic Beverages**

Not reimbursable as part of Travel. Only covered when part of official function and can only be purchased using the following funds and ranges of accounts: Gift Funds (64 Fund: 643000 – 649999) Auxiliary Funds (26 Fund: 260200 – 279999) and reimbursed using a Disbursement Voucher.

### **Amendments**

Are used to **reimburse** a traveler for trip expenses after a Travel Reimbursement document has been paid. See TEM Guides for details on creating New Reimbursement Step by Step instructions.

### **Approving Authority**

University employee designated authority, in writing, to approve matters related to University travel, sign travel forms, etc. Approving authority cannot be a subordinate of the traveler. Travelers cannot approve their own travel. Unapproved Travel Authorization will be returned to the department. The approving authority must be on the Approval list for that department

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### **DHA Approver List**

The Approval List is a list of Department Higher Authority persons authorized to approve travel for a specific department or individual in that department. Those lists are kept on file in Travel Services. If an approver changes please notify Travel, so the list in our file is correct.

### **ATM Fees**

Reimbursable if incurred on individual's State Travel card when obtaining an advance.

### **Baggage Fees**

Most domestic and foreign airline carriers have now implemented a charge for first and/or second checked bags. Charges for checked bags and additional or excess baggage may only be reimbursed to travelers if they are incurred in connection with official University business. The justification for these charges should be documented in the Notes and Attachments section of the Travel Reimbursement when submitted to Travel Services. Receipts are required for all baggage fees over \$25.00.

### **Benefit of the State**

All travel expenses paid by the University must be for business purposes, incurred in support of assigned duties, and in furtherance of the University's mission.

### **Blanket Authorization**

A department head may provide blanket authorization for the entire department, or for specific individuals in the department, for in-state travel, in the form of a memo maintained within the department and available for audit. This blanket authorization does not cover airfare for in-state travel; Travel Authorization is required for in-state airfare. If blanket authorization is not in place a Travel Authorization must be completed for each in-state travel.

### **Camping Fees**

Reimbursable as lodging expenses if paid to commercial campground or State/National Park. Receipts required if more than \$25.

### **Charters**

Contact Purchasing Department

### **Conference/Event Registration**

The State Travel Card may be used for Conference Registrations. The PCARD or a DV may also be used.

### **CONUS**

Acronym for the Continental US, including District of Columbia.

### **Currency Exchange**

Cost of converting money is reimbursable when exchange rate is documented (e.g., <http://www.oanda.com/currency/converter/>) and included with the Travel Reimbursement. Currency calculation must be backdated to reflect actual date money was exchanged.

### **Excess baggage**

See baggage fees

### **Gasoline-rental vehicles**

Traveler must use State Travel card wherever accepted. Traveler must submit all receipts, regardless of dollar amount.

### **Ghost Card (also known as a CTS Account)**

State Travel card account number used by approved travel agencies to cover cost of airline or of other common carrier. Not used for vehicle rental, lodging, or other travel-related expenses. Charges incurred on ghost card are billed directly to campus departments according to information received from the travel agencies. (Travel Reimbursement number associated with transaction is used to reconcile expenses.)

### **Group Event Card**

A State Travel card that can be issued to Business Officers in every college. This is a Corporate Liability card, available for infrequent travelers and group travel. Contact Travel or visit the Webpage for further details.

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### Group Travel

See Travel and Recruitment Manual FPI 5-1 or contact Travel.

### In-State Travel

Travel within State of Colorado that is a necessary part of an otherwise in-state trip. Approval from department always required for travel. Travel authorization number is only required if travel is by airline or other common carrier. Expenses incurred while in travel status are reimbursable according to the Travel and Recruitment Manual FPI 5-1

### International Travel

Travel to any destination not considered in-state or out-of-state. All international travel must be approved in advance by the Department Higher Authority and Risk Management/OIP. For information about traveler's destination country (including travel warnings issued by the US Government, see [www.travel.state.gov/travel\\_warnings.html](http://www.travel.state.gov/travel_warnings.html))

### Internet Airline tickets

Purchase of internet airline tickets is at travelers own risk. Please note restrictions on internet tickets: Travelers are cautioned that internet tickets often have added restrictions on changes to itinerary or to dates and time of travel. Use of auction-based internet airfare vendors where the itinerary cannot be determined prior to ticket purchase is strongly discouraged. Travelers must secure approved Travel Authorizations. There must be a savings OR convenience advantage between the state contracted fare, including fees and the internet fare, including fees. Documentation in writing of the amount of savings needs to be included in the description box on the Travel Reimbursement at the time reimbursement is requested. Copy of itinerary is required: In order to obtain reimbursement, the traveler must provide: proof of payment (copy of internet ticket receipt) and a copy of the itinerary when submitting the Travel Reimbursement. Reimbursement to the employee may take place when the cost is incurred.

### Intra-city Transportation

Transportation costs (shuttles, buses, taxis, etc.) at traveler's destination are reimbursable. Receipts required for each trip over \$25.00.

### Laundry Services

Laundry Service charges are reimbursable when a trip is seven (7) days or longer. Receipts are required for reimbursement if over \$25.00.

### Lodging-Business/Commercial

Lodging expenses are reimbursable to the extent of actual cost of reasonable accommodations. Travelers must charge lodging to State Travel card whenever possible. The original lodging folio showing breakdown of charges is always required.

### Lodging-Deposit

Travelers should use their State Travel card. If charge hits travel card statement prior to end of trip, travelers may request reimbursement. Proof of payment must be provided (State Travel Card statement). Process a Travel Reimbursement claiming this pre-trip expense.

### Lodging-Personal

University employees on personal (non-business) travel may be able to take advantage of State lodging price agreements at vendor's discretion.

### Lodging – Spouse, other

If traveling with spouse/other individual, business traveler can only request reimbursement for his/her own lodging, meals, etc. Single-room occupancy rate must be indicated on lodging receipt.

### Lodging-Staying with friends

Travelers who arrange private lodging (e.g., staying with friends/family) can be reimbursed up to \$25 day for associated costs.

### Meals during Single-Day Trip – Day trips

Day trips, which start and end on the same day, are not eligible for meal reimbursements.

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### Meals in Travel Status

Meal reimbursements are allowed for the actual cost of meals up to the maximum allowable per diem rate. Employees are allowed 75% of the applicable per diem rate on the first and last day of travel no matter what time the travel begins or ends. Daily per diem rates are for both meals and incidental expenses. Domestic per diem rates include a \$5.00 daily allowance for incidental expenses. International daily per diem rates contain an amount for incidental expenses that varies by travel destination, but is approximately 20% of the total daily per diem rate. The daily incidental expense per diem is intended to be used for personal telephone calls, miscellaneous incidental tips such as bellhops and maids and other miscellaneous items. The university will use the per diem rates established by the state controller.

### Mileage-Personal Vehicle

Reimbursable, using state-assigned rates, when in travel status:

Currently \$0.49/mile. Higher reimbursement rate applies (\$0.51/mile) if road conditions require four-wheel drive vehicle (justification for use of 4wd must be provided). Web sites can help travelers calculate miles driven: [www.mapquest.com](http://www.mapquest.com)

### Mileage vs. Airfare—Required

Travelers will be reimbursed for actual trip cost (mileage, lodging, meal per diems) if vehicle travel is required due to nature of trip or items which must be transported, or because multiple travelers make vehicle travel the lowest cost.

### Mileage vs. Airfare—Traveler's Option

Travelers will be reimbursed for driving cost (mileage, lodging, meal per diems) up to actual total flight cost (transportation to/from DIA, airfare, destination ground transportation). Calculation of airfare cost is based on lowest obtainable 14-day advance fare. Traveler must declare annual leave for any additional days required as a result of alternative travel. Whenever a less economical means of transportation is chosen for the convenience of the traveler, amounts claimed for lodging, meals and other miscellaneous expenses are limited to the business days of travel.

### No Cost to the State

If out-of-state/international travel is involved, traveler must obtain a Travel Authorization number regardless of who is paying for the trip. Traveler must reimburse the University via CASH RECEIPT deposit for any travel-related expenses incurred by the University and ultimately paid by another entity.

### Non-Employee Meals, Lodging, Travel

Governed by same rules that apply to employee travel expenses. Travel Authorization number required if department purchases an airline ticket. Meal/lodging reimbursements issued at same rates. Sponsoring department is encouraged to take advantage of State-contracted airfares and work with approved travel agencies. (Non-employees can, however, make their own travel arrangements. Non-employees cannot receive advances).

### Official Functions

Expenses related to official functions are not permitted on Travel Reimbursements.

### Out-of-State Travel

Travel other than in Colorado and that is within the Continental US, including the District of Columbia, Alaska, and Hawaii. Mexico and Canada are considered international travel.

### Parking

Reimbursable when it is a necessary part of the trip, e.g., parking at traveler's destination, parking at DIA. Receipts required if over \$25.00.

### Per Diem

The maximum daily rate allowed for meal reimbursements. Under no circumstances can the per diem claim exceed the maximum daily rate for any given destination. Employees are allowed 75% of the per diem rate is allowed on first and last day of travel no matter what time the travel begins or ends.

### Personal Expenses

Expenses incurred for traveler's benefit---e.g., magazines, movie rentals, child care, other entertainment, are not reimbursable.

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### **Personal Travel combined with Business Travel**

Should not be combined unless unavoidable. Only business-related cost of travel will be reimbursed.

### **Proof of Payment**

To be reimbursed for an expense, traveler must provide both evidence of the expenditure (original itemized receipt documenting nature/cost of item) and proof of payment (demonstrating that he/she personally covered that expense). If receipt does not indicate that bill was paid (by cash, check, and credit card) and balance is zero, traveler must provide additional documentation to that effect (e.g., credit card slip).

### **Propriety of Expense Rule**

Travel paid by the University, regardless of funding source, shall be for the benefit of the State and completed using the most economical means available which will satisfactorily accomplish the State's business. Traveler will request reimbursement—and Approving Authority will approve payment—only for those expenses incurred for the benefit of the University.

### **Receipts**

Travelers must submit original **itemized** receipts for all individual charges exceeding \$25. Exceptions: All rental vehicle/gas receipts are required. Registration receipts are required regardless of dollar amount. All receipts are required for lodging, except Lodging-Staying with Friends.

### **Registration Fees**

See Conference/Event Registration.

### **Rental Vehicle**

Car rentals must be paid with the State Travel Card when the employee has such card. Decline CDW (Collision Damage Waiver)/LDW (Loss Damage Waiver); these are covered by State Travel card. Decline Liability insurance: this is provided when renting with State contracts (Price Agreements). If it is not possible to rent from one of these the agencies on the Price Agreements, the traveler must use the State Travel card to rent a vehicle from any available agency and **must purchase** Liability insurance. Please provide justification in the comments section of your post trip voucher when renting from a non-contracted agency. When an infrequent traveler who does not have a State Travel Card rents a vehicle, they must purchase the CDW (Collision Damage Waiver)/LDW (Loss Damage Waiver) and Liability insurance (these are the only two insurances the University will reimburse). Please provide justification in the comments section of your post trip voucher when an infrequent traveler has rented a vehicle. Receipts always required.

### **Short Term Housing**

Employees and/or students conducting sponsored research in remote areas outside of a commuting distance may require short term housing paid for by the university. This short term housing, defined as greater than 30 days and less than 9 months, includes any reasonable and necessary rental cost for residential space. The employee and/or student are deemed in travel status during this rental period and are required to have the same requirements of pre and post trip authorization as any other travel. These expenditures are to be paid by grant funds awarded with sponsor-approved line items for such costs and the actual payment of the rent for this housing is done on an AFE (Authorization for Expenditure) form directly to the lessor of the housing. Please see manual for more detailed information.

### **State Travel Card**

The current State Travel Card, required for University employees traveling on business. This card must be used for vehicle rentals, lodging, and all other travel expenses, wherever it is accepted. If State Travel ghost card is not available to purchase airline tickets, the traveler's State Travel card must be used to cover airfare. Charges incurred are personal liability of the traveler. Obtain card application from Travel. To report a lost card or for general assistance, contact the Program Administrator at 1-800-248-4553.

### **Students-Meals, Lodging, Travel**

Governed by same rules that apply to employee travel-related expenses and use of Travel Reimbursement numbers. Meal/lodging reimbursements issued at same rates. See Travel and Recruitment Manual FPI 5-1 for additional information on travel as it relates to students and student organizations.

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### Telephone/Fax Charges

Charges for University business are reimbursable.

### Toll Road Charges

Reimbursable.

### Traffic Fines/Tickets

Not reimbursable.

### Travel Authorization

Travel document used to authorize travel out-of-state, internationally or in-state where a blanket authorization cannot be used, or is not in place. The Travel Authorization is also a payment document for airline tickets purchased through an approved travel agency and put on the “ghost card”.

### Travel Insurance

Not reimbursable. Exceptions: 1) some countries require traveler to purchase additional rental vehicle insurance; this cost is reimbursable if the requirement for insurance is documented; 2) if a traveler cannot obtain a State Travel Card or is traveling to a location where a contracted car rental agency is not available, the traveler should purchase all necessary insurance and this is reimbursable. **Please be sure to justify purchase of insurance in the comments section of the post trip voucher.**

### Travel Reimbursement

Travel document used to request reimbursement for CSU travel related expenses (meals, lodging, mileage, on-site event registrations, etc.) These TRs should be submitted within 60 days of trip end. TRs approved by the traveler after 60 days from the trip end date become taxable income to the traveler.

### Travel Reimbursement (amendment)

Travelers may request reimbursement for specific expenses incurred and charged prior to completion of their trip (internet airline tickets, lodging deposits, registrations). Those expenses must be reimbursed on a Travel Reimbursement. Once the trip has ended another New Reimbursement (amendment) will need to be processed for the remainder of traveler's expenses.

### Traveler's Checks

Fees for traveler's checks are normally reimbursable. Exception: Not reimbursable from a project if traveling on Federal funds.

### Vaccination

Costs are reimbursable if vaccination is required in order to enter a foreign country.

### Visa Costs

Normally reimbursable to the traveler when paid out-of-pocket by the traveler. Visas are reimbursable on a federal project if the project requires foreign travel and the visa is necessary for that travel.