

Financial Policy & Procedure Instructions Manual
FPI D-3 Travel and Recruitment Procedures
Last Updated 12/31/08

Policy Statements

Travel is an expense type that has public scrutiny because there can be a perception of personal benefit. Accordingly, Travel charged to University accounts must have approvals demonstrating informed oversight and documentation of the primary benefit for the University. Travel then must be completed using the most economical means available which will satisfactorily accomplish the University's business.

This policy applies to all University employees, with some adjustments for non-employees and guests of the University, including recruits, group and team travel, and students and student organizations. Student travel not associated with any duties as a student employee is considered non-employee travel.

Colorado State University follows the travel policy of the Board of Governors of the Colorado State University system. There is a specific form and content for adherence to this policy, and permitted travel expenses are determined by the policy.

Approvals

- A.** All employee travel requires a pre-trip approval that can not be further delegated within the organizational unit as follows:
 - i.** Travel for faculty and staff by the Department Head, or next higher authority. All international travel must have an additional approval by the Dean or VP.
 - ii.** Travel for Department Heads must be approved by the Dean, VP or next higher authority.
 - iii.** Travel for Deans must be approved by the VP/Provost or next higher authority.
 - iv.** Travel for VPs must be approved by the President or designee.

- B.** In-state travel: 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; pre-approval is required for in-state airfare. If blanket authorization is not in place a pre-trip voucher must be completed for each in-state travel.

- C.** Out-of-state travel: Pre-approval is required for all out-of-state travel, and must be provided to the travel desk at the time a request for reimbursement is submitted. Out-of-state travel is defined as travel outside of Colorado but within the United States, including Alaska, Hawaii, and all US territories. A 15% tolerance on overall trip cost is allowed on reimbursed expenses between that submitted on the pre-trip approval and those submitted for payment on post-trip documents. Post-trip documents that exceed the pre-trip approval by more than 15% must be re-routed for the appropriate approver's signature.

- D.** International travel: Pre-approval is required from the employee's supervisor and the department head or VP, and must be provided to the travel desk at the time a request for reimbursement is submitted. A 15% tolerance is allowed on reimbursed expenses between that submitted on the pre-trip approval and those submitted for payment on post-trip documents. Post-trip documents that exceed the pre-trip approval by more than 15% must be re-routed for the appropriate approver's signature.

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- E. Post-trip travel vouchers require approval by an account approver maintained within CIS when the post-trip voucher exceeds the pre-trip estimate by more than 15%.
- F. Travel at no cost to the University: Pre-approval is required by an appropriate approver that will then ensure proper worker's compensation and liability coverage for the employee. Travelers must reimburse the University via CASHNET deposit for any travel-related expenses incurred by the University and ultimately paid by another entity.
- G. All employee Travel Vouchers must be signed by the traveler before reimbursement can take place.
- H. Non-employee travel only requires by an account approver maintained within CIS.
- I. Justification of travel: All travel documents must contain an adequate description of the purpose of the trip, including dates and location.

State Travel Card

The State of Colorado offers all regular, full-time employee travelers a personal credit card for their official, University business travel expenses. This card is provided as a convenience for employees and should be used, when available, for rental cars for the insurance coverage.

Only CSU employees are eligible for this card. Cardholders are personally responsible for timely payment, and there are no annual fees associated with this card. When possible, all travel expenses should be paid for with the State Travel Card. Its use is mandatory for obtaining cash advances (\$500 limit) and when paying for rental cars. Applications may be obtained from Travel.

Form and Content

Commercial Airline tickets:

Purchase airline tickets through the University-approved travel agencies and provide the agent with a copy of the pre-trip voucher; this authorizes the travel agent to bill the ticket to our Ghost card account and insures proper coding to your account number and department. The contracted agencies are knowledgeable about the State airline contracts, available fares and billing requirements. Choose the least expensive, publicly offered fare available. When the approved travel agencies are used, the traveler is not required to submit a receipt for airfare with the travel voucher. See the travel web page for a list of contracted travel agencies.

Non-employees may purchase their own tickets and request reimbursement upon completion of the trip. Receipts are required for reimbursement when tickets are not billed directly to the University ghost card and reimbursement cannot be made until after the trip has taken place.

The University permits travelers to purchase airline tickets via the Internet, when the following conditions are met:

- The traveler must secure pre-trip authorization as required by CSU;
- There is a savings or convenience advantage between the state contracted fare, including fees, and the internet fare, including fees;
- Documentation of the fare savings or convenience advantage is included in the "Description" box on the travel voucher at the time reimbursement is requested;
- A copy of the itinerary and internet ticket receipt are attached to the travel voucher when reimbursement is requested;
- Reimbursement may take place when the cost is incurred, if the ticket is purchased by a University employee. If the trip is cancelled it is the traveler's responsibility to notify

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Travel and make arrangements to pay the University the amount reimbursed for the ticket. Failure to repay the University for airfare that was refunded could result in serious consequences to the employee.

- The traveler accepts full responsibility for making any changes to an internet ticket as prescribed by the internet site.

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 charges may only be reimbursed to travelers if they are incurred in connection with official University business. Receipts are required for all baggage fees over \$25.00

Baggage Fee exemption: Airline tickets purchased through an authorized Travel Agency using United Airlines State contracted Airfare Price Agreement are not to be charged for the first checked baggage fee. **To claim this exclusion from baggage fees, the traveler must inform the check-in agent that they are a state employee traveling on a contracted fare.** The traveler is required to show a state government ID with a photo. If the government ID does not have a photo, another form of photo identification, such as a driver's license is required.

Rental Cars: Use of State contracted rental car agencies is mandatory. Car rentals must be paid with the State Travel Card when the employee has such card. When an infrequent traveler who does not have a State Travel Card rents a vehicle, they must purchase CDW (collision damage waiver)/LDW (loss damage waiver) and liability insurance. Use of the State Travel Card for domestic car rentals provides for most collision, damage and loss needs. See the travel web page for a list of contracted rental car agencies.

Personal Vehicles: Use of privately owned vehicles is allowed if justified and approved by the traveler's supervisor or department head. Mileage allowances are paid at the state rate of \$.50 per mile for two wheel drive vehicles. Employees shall only be reimbursed at the mileage rate designated for four-wheel drive vehicles when the use of four-wheel drive is necessary because of road, terrain, or adverse weather conditions (Justification for use of 4wd must be provided).

Lodging: Lodging is reimbursable at the actual cost of reasonable accommodations as supported by receipts. Self-owned lodging (cabins, trailers, campers, owned personally by the traveler) can be reimbursed up to \$25 per day, plus up to \$17.50 for meal per diem.

Meals: 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 multiple day travel no matter what time the travel begins or ends. Day trips, which start and end on the same day, are not eligible for meal reimbursements. Daily per diem rates are for both meals and incidental expenses. Domestic per diem rates include a \$3.00 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. As a result, these items may not be separately reimbursed. The university will use the per diem rates established by the state controller and those rates will be published on the travel web site. <http://busfin.colostate.edu/trv.aspx>

Other Transportation: Bus, train, non-commercial aircraft, etc., is permitted as long as the costs do not exceed the costs for the same trip by commercial airline and within the following guidelines:

- Leased aircraft must receive prior written approval of the Aircraft Section of the Colorado State Patrol in the Department of Public Safety, regardless of the source of funds.

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- Privately owned aircraft must receive prior, written approval from the Division of Risk Management. If approved, mileage can be provided at \$.40/nautical mile.
- 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 equivalent of those using the most economical means.

Other Travel Expenses include:

- Commercial transportation (taxis, buses), receipts required for each ride over \$25.
- Parking fees, receipts required if over \$25.
- State travel card transaction charges and traveler's check charges, receipts required if over \$25.
- Toll road charges.
- Telephone, fax or similar charges.
- Camping site fees, receipt required if over \$25.
- Conference registration fees, receipt or other positive proof of payment required, regardless of amount.
- Laundry services when trip is 7 days or longer. Receipts are required if over \$25.00.

Non-reimbursable Expenses include:

- Alcohol and entertainment (No official functions are allowed on Travel Vouchers; see FPI D-4 for information on official functions).
- Personal expenses (personal hygiene items, magazines, movie rentals, golf fees, child care, etc).
- Travel insurance paid by the traveler, including: **1) collision damage waiver/loss damage waiver for rental cars; 2) supplemental liability insurance on rental cars;** 3) value premiums on airline tickets; 4) trip cancellation insurance; 5) additional liability for rental cars; 5) personal accident insurance on rented vehicles; 6) supplemental life insurance for airline or common carrier travel (Unless insurance is necessary for International car rentals—see instructions under International Travel).
- Traffic fines and parking tickets.
- Most costs related to accidents, thefts, damage or losses.
- Personal, political, social, or otherwise unofficial University business expense or costs paid or reimbursed from another source.
- Costs for spouses, family or friends accompanying the traveler.
- Coach Class upgrades are not usually reimbursable unless there are unusual circumstances that require the traveler to have additional space on the aircraft. Exceptions should be documented with the University Controller.

Missing Receipts: As detailed above, certain travel expenses require a receipt for reimbursement. If a traveler has lost an original receipt and it is not possible to obtain a copy, the Travel Voucher Missing Receipt Documentation must be completed. The form must be filled out completely and signed by the traveler and the approving authority. The form is available on the Travel Web page under Applications and Forms. There is no "blanket" approval for missing receipts.

Group, Team and Student Travel

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The following special provisions apply to groups of students or non-employees (study abroad, participant training, student organizations, exchange programs, and the teams within the Department of Intercollegiate Athletics:)

- A regular, full-time University employee must be designated as the leader or sponsor for each group, accepting responsibility for all accounting aspects of the trip and will show his or her name as the traveler on all forms, along with an identifying group name. In addition, a complete list of participating group members must be attached to all forms. Submit only one form for each trip or group.
- When possible, advances should be obtained using the State Travel Card of the designated leader. If a manual advance is needed, prepare only one advance request for a group or trip. See the Travel web page for additional information about advances.
- One travel voucher should be submitted by the designated leader or sponsor, to claim reimbursement for all outstanding expenses and reconciled with any advanced funds. All disbursements made directly from the designated leader or sponsor, to group members (for meals, etc.) must be documented with a list of the recipients, the amount provided and the recipient's signature acknowledging receipt. Special lodging and meal allowances may apply to Intercollegiate Athletics teams as governed by NCAA regulations.
- Other than students traveling with Athletics, students may travel on official University business only under one of the following designations: 1) as an Authorized Volunteer; or 2) with a Student Organization.
 1. Students may travel as an Authorized Volunteer: at the request of the University, under the control of the University, and for the benefit of the University.
 2. Travel must be authorized in advance by the appropriate Supervisor, and for Authorized Volunteers, must be approved by the appropriate leader or sponsor (must be a CSU employee). The benefit and primary purpose to the University must be documented. Individual approvals are required for each trip and annual authorizations are not allowed. While a student organization in itself cannot be an authorized volunteer, individual members may be classified as such if their travel meets all criteria of this policy. The State only provides liability insurance protection on the use of Transportation Services vehicles consistent with the destination and purpose of the documented travel. No State liability protection is provided for any personal or other unauthorized use of a vehicle. Thus, even if the vehicle is being used primarily for an authorized purpose, protection does not exist as to any deviations from the designated purpose or destination, such as running personal errands, transporting family members, or visiting friends. Furthermore, no such protection is afforded where any use of a vehicle involves willful and wanton behavior, such as driving recklessly or under the influence of alcohol or other substances that impair judgment. Substances such as these are not allowed in State vehicles at any time.
 3. Student Organizations: Travel is permitted when necessary to the organizational purpose, approved by the organization's internal expenditure authorization process, and within the guidelines of Group Travel. However, unless an individual's travel falls under the guidelines for Authorized Volunteers, no liability insurance protection from the State is provided, nor will "governmental immunity" status exist. For that reason, use of individual Transportation Services vehicles is disallowed for students who are not authorized volunteers. (Renting a bus chauffeured by a certified Transportation Services driver is acceptable.) Rental vehicles can be arranged, but insurance coverage provisions

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should be closely examined, with additional insurance purchased when necessary to protect the travelers, the organization, and the University. (Collision/Damage/Loss protection (CDL) must normally be purchased.)

Travel Advances

Travel advances shall be obtained by using the state travel card whenever possible. Travel advances may be requested if the travel advance cannot be obtained from the travel card however under no circumstances shall a travel advance be requested in excess of the statutory limit. CRS 24-30-202(20.1) establishes the maximum authorized amount which is currently \$1,500.

Travel advances may be requested using the Request for Travel Advance form that is available on the travel web site and is a part of the CSU Travel Form. ***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.***

International Travel

The following special provisions apply to international travel:

- Use of federal grant funds requires travelers to comply with the "Fly America Act" using only "US Flag" commercial carriers. It is acceptable if the tickets are purchased from a US flag carrier, but the flight is contracted to a non-domestic carrier for the actual plane and flight crew. Some grants may further stipulate maximum lodging and/or per diem rates or impose other requirements. It is the responsibility of the Department and the traveler to understand these special requirements.
- Generally, additional costs for upgraded fares are not allowed, however, business class fares can be booked for international trips if the following four conditions are met: 1) all funding is from federal sources for which the federal travel regulations apply; 2) the total flight time, including stopovers is over 14 actual hours; 3) additional rest time is not provided; and 4) reasonable benefit is documented in advance and approved by the supervisor, Dean or VP and any applicable fund sponsors.
- Liability coverage normally provided by the rental car company does not carry forward to non-domestic locations. For international rentals, liability coverage (not collision damage and loss waiver) should be purchased, and is reimbursable.
- Foreign Visitors: Federal reporting and withholding regulations exist for payments to foreign visitors. Holders of B-2 visas are prohibited from receiving payments of any kind. Obtain the visa type and number of any foreign visitors and reference it on all travel vouchers. Contact the Foreign Tax Administrator's Office (970-491-2911) prior to arranging payments for a foreign national. Failure to comply with all University, state and federal requirements puts at risk the ability for the individual to receive reimbursement and the reputation of the University.
- It is highly recommended that travelers review US State department travel advisories, as travel to certain countries may be discouraged, restricted, or forbidden. Information can be obtained at the web-site: <http://travel.state.gov/>

Short Term Housing

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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 costs 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 authorizations 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. The following are the steps required for short term housing payments:

- Leases for short term housing shall be signed by the employee or student. Payment of the lease by the university does not imply any obligation for the lease by CSU.
- PI/Department obtains/completes the Lease Info Form.doc and emails it to REO (CSU Real Estate Office).
- REO reviews and forwards to OSP (Office of Sponsored Programs) for approval to expend grant funds for rental.
- OSP determines if grant funds awarded has sponsored-approved line items for rent and notifies REO.
- REO forwards OSP approval and REO approved Lease Info Form.doc to accounts payable.
- Department initiates AFE using term "short term housing" on AFE document.
- Any security deposits are required to be paid from unrestricted departmental funds (13-19 funds). Security deposits are required to be repaid by the employee/student at the end of the term of the rental agreement. It is the department's responsibility to insure that the amount is repaid.

Additional Information

For additional detail, and specific procedures for obtaining reimbursement, refer to the Travel web page, the Pocket Guide for Travel, The Quick Reference Guide to University Travel and the User Guide for Travel Voucher Processing. The travel web page can be found at: <http://busfin.colostate.edu/trv.aspx>