

## **Colorado State University**

### **FPI K-3 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 the Travel at 970-491-1363 or 970-491-6021.

#### ***ACARD***

ACARD 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 20 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 Voucher 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, traveler can request an advance using the Travel Advance Request (Item #7), on the CSU Travel Form.

#### ***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.

#### ***Airfares/Airlines***

Traveler should work with approved travel agency and use State contract airlines. Exceptions to use of contract airlines: Approved travel agency finds that (1) lower fare is offered to general public that is not matched by awarded airline; or (2) there is no contract for the city pair; or (3) traveler is inconvenienced by three hours or more by using awarded airline. (Additional restrictions apply to travel funded by Federal projects; consult campus fiscal policy and campus Grants/Contracts office.) See [www.state.co.us/gov\\_dir/gss/cen/travel1/stmp/airfares\\_print.PDF](http://www.state.co.us/gov_dir/gss/cen/travel1/stmp/airfares_print.PDF) for current city-pair price agreements.

#### ***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 Voucher and fund numbers to proceed. (Also see Internet Airline Tickets)

#### ***Alcoholic Beverages***

Not reimbursable. Remove from itemized meal receipts claimed for per diem.

#### ***Amendments***

Are used to **reimburse** a traveler for trip expenses after a post-trip document has been paid. See Travel Form User's Guide (Amendment section) for details on creating Amendment documents.

#### ***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

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their own travel. All forms submitted must be signed originals. Unsigned/non-original forms will be returned to the department. The approving authority must be on the Signature Approval list for that department

#### ***ATM Fees***

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

#### ***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 to CSU Travel. This blanket authorization does not cover airfare for in-state travel; pre-approval is required for in-state airfare.

#### ***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 ACARD or an AFE 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., [www.panda.com/convert/classic](http://www.panda.com/convert/classic)) and included with the Travel Voucher. Currency calculation must be backdated to reflect actual date money was exchanged.

#### ***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 voucher 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.

#### ***Group Travel***

See Travel and Recruitment Manual FPI D-3 or contact Travel.

#### ***In-State Travel***

Travel within State of Colorado and immediate area outside Colorado (within the same day – overnight stays outside Colorado are not included) 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 D-3.

#### ***International Travel***

Travel to any destination not considered in-state or out-of-state. All international travel must be approved in advance by the employee's supervisor and Department Head or VP. For information about traveler's

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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 pre-trip voucher. The internet airfare purchase is made using the USbank State Travel Card issued in the traveler's name. As a guideline there is a \$50 savings between the state contracted fare, including fees and the internet fare, including fees. For comparison, the state contracted rates are available at: [http://www.state.co.us/gov\\_dir/gss/cen/travel1stmp/airfares\\_print.PDF](http://www.state.co.us/gov_dir/gss/cen/travel1stmp/airfares_print.PDF). Documentation in writing of the amount of savings needs to be included in the description box on the travel voucher 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 State Travel Card statement) and a copy of the itinerary when submitting the post-trip voucher for reimbursement. Annually, Travel will submit copies of these itineraries to the Statewide Travel Management Program. 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.

### ***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 post-trip travel voucher claiming this pre-trip expense. Process an amendment to the voucher upon trip completion.

### ***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***

If travel is wholly within a single day: Breakfast is reimbursable if business requires that traveler leave home before 5 am. LUNCH IS NEVER REIMBURSABLE. Dinner is reimbursable if business requires that traveler return home after 8 pm. The IRS requires that breakfast/dinner reimbursements for single-day trips be reported as income. Special approval must be provided by the department, which includes approval for B&FS to submit the expense to payroll for inclusion on the W-2. Acceptance of Meal Reimbursement as Income form is available from Travel.

### ***Meals in Travel Status***

All requests for reimbursement of the actual cost of meals shall be documented by original receipts, except that travelers may be reimbursed for up to a maximum of \$25 per day including tips, without meal receipts. No one can be reimbursed for an amount that exceeds the allowed daily per diem amount, even if actual meal receipts exceed that amount. Travelers must still deduct meals provided from their daily meal reimbursement (they cannot be reimbursed for a meal that was provided to them at a conference). To claim meal expenses in excess of \$25 per day, receipts must be included for all meals and must equal the total amount being requested for reimbursement, but must not exceed the per diem amount allowed for the

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location. Alcoholic beverages are not reimbursable and must be removed from the receipts. Tips given to servers for meals are considered reasonable if they are not greater than **20%** of the total cost of the meal, **excluding taxes**. Meal receipts must be taped to a single sheet of paper, note the date the receipts are for and the total amount of the receipts for that day. Travelers may not combine default per diem and receipts on any specific day, but can claim default on one day and receipts the next. **Itemized receipts for meal purchases are required.**

### ***Mileage-Personal Vehicle***

Reimbursable, using state-assigned rates, when in travel status:  
[www.state.co.us/gov\\_dir/gss/cen/travel/122.pdf](http://www.state.co.us/gov_dir/gss/cen/travel/122.pdf). Currently \$0.28/mile. Higher reimbursement rate applies (\$.032/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 equivalent of those using the most economical means.

### ***No Cost to the State***

If out-of-state/international travel is involved, traveler must obtain a Travel Voucher number regardless of who is paying for the trip. Traveler must reimburse the University 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 Voucher 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 vouchers.

### ***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. Meal receipts are required to claim the maximum daily rate for that destination. Under no circumstances can the per diem claim exceed the maximum daily rate for any given destination.

### ***Personal Expenses***

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

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

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

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### ***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, credit card) and balance is zero, traveler must provide additional documentation to that effect (e.g., credit card slip).

### ***Post Trip voucher***

Travel document used to request reimbursement for CSU travel related expenses (meals, lodging, mileage, on-site event registrations, etc.) These vouchers need to be submitted within 60 days of trip end. Travel will usually process vouchers within 30 days of receiving the completed paperwork.

### ***Pre-Trip voucher***

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

### ***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, **including meals** if the per diem is to be claimed. 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***

Before renting a vehicle always check the Basic Ordering Agreement Automobile Rentals Matrix (BOA) at the following web site: [www.state.co.us/gov\\_dir/gss/cen/travel1/stmp/boa\\_matrix.htm](http://www.state.co.us/gov_dir/gss/cen/travel1/stmp/boa_matrix.htm)  
Rent from Avis, Budget or Enterprise and charge to traveler's State Travel card card. Decline CDW (Collision Damage Waiver) and LDW (Loss Damage Waiver): these are covered by State Travel card. Decline Liability insurance: this is provided when renting with State contracts from Avis, Budget and Enterprise. Please note that the current Agreement with Enterprise is only good within the State of Colorado. If it is not possible to rent from one of these three agencies, 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. Receipts always required.

### ***Signature Approval List***

A list of individuals who are authorized to approve travel for a specific department or individual in that department. The approving authority must sign the signature approval list. Those signed lists are kept on file in Travel and updated yearly. If an approver changes please notify Travel, so the list in our file is correct.

### ***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-VISA-911.

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

Governed by same rules that apply to employee travel-related expenses and use of Travel Voucher numbers. Meal/lodging reimbursements issued at same rates. See Travel and Recruitment Manual FPI D-3 for additional information on travel as it relates to students and student organizations.

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### ***Tax Implications***

Traveler must complete, sign, date and submit Travel Voucher within 60 days of trip end to avoid having an advance reported to the IRS as income. In addition, travelers who are reimbursed for breakfast/dinner under the single-day trip meal guidelines will see this amount reported as income. (These are IRS regulations.)

### ***Telephone/Fax Charges***

Charges for University business are reimbursable. In addition, traveler can make one personal telephone call (not to exceed \$2) per each full day in travel status. When using hotel phone/fax services, these charges must be itemized.

### ***Tips***

Reasonable tips given to bellhops, porters, maids and ground transportation personnel are reimbursable. Exception: Tips on meal service are already included in the meal allowance and cannot be claimed separately.

### ***Toll Road Charges***

Reimbursable.

### ***Traffic Fines/Tickets***

Not reimbursable.

### ***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 Voucher***

Is an Adobe PDF form, and is available on the Travel website along with the Travel Form User's Guide – Power Point presentation.

### ***Travel Document Tracking***

Available from the Travel home page: [www.colostate.edu/Depts/BusFin/trv.html](http://www.colostate.edu/Depts/BusFin/trv.html). Website provided as a courtesy for departments to track when Travel Vouchers are received by Accounts Payable. Accounts Payable will record minimal information about each travel document that it receives through campus mail. Department users can use this site for finding out when a document was received. This site should be used as an alternative to calling Travel.

### ***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.