

## UNALLOWABLE EXPENSES

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Some common unallowable TRAVEL expenses on University funds include:

- ▶ Alcohol & entertainment.
- ▶ Personal expenses (personal hygiene items, magazines, movie rentals, golf fees, child care, house sitters, etc.).
- ▶ Travel insurance: a. collision damage waiver/loss damage waiver for rental cars, b. supplemental liability insurance on rental vehicles (unless not covered by contract), c. value premiums on airline tickets, d. trip cancellation insurance, e. additional liability for rental cars, f. personal accident insurance on rented vehicles, g. supplemental life insurance for airline or common carrier travel.
- ▶ Traffic and parking fines
- ▶ Most costs from accidents, thefts, damage or losses.
- ▶ Personal, political, social or otherwise unofficial University business expense, or costs paid or reimbursed from another source. Should unofficial expenses occur in conjunction with official business, include sufficient documentation to define a clear and just separation and allocation of expenses. Generally, no costs may be paid from University funds for spouses, family or friends accompanying you. Any contracted State provisions cannot be extended to unofficial business travel or non-University employees not on official University business.

1/5/2009

## TRAVEL INFORMATION

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Complete travel information, including applications for the State Travel Card can be found on the Business and Financial Services web page.

<http://www.colostate.edu/Depts/BusFin/>

Information is also available from the Travel staff:

Terri Bedan 970-491-6021  
Supervisor  
[terri.bedan@colostate.edu](mailto:terri.bedan@colostate.edu)

Connie Cooley  
[Connie.Cooley@colostate.edu](mailto:Connie.Cooley@colostate.edu)

## DON'T FORGET TO KEEP....

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- Lodging folio
- Rental Car/gas receipt (s)
- Registration receipt (proof of payment)
- Ground transportation receipts (over \$25)

☛ **REMEMBER TO TAKE YOUR STATE TRAVEL CARD**



# POCKET GUIDE for TRAVEL

Visit the Travel Home Page at:

<http://busfin.colostate.edu/trv.aspx>

## GENERAL RULE

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Travel charged to the University, regardless of the funding source, shall be for the benefit of the University and shall be completed using the most economical means available, which will satisfactorily accomplish the University's business.

## STATE TRAVEL CARD

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See the State Travel Card Pocket guide for the use of the State Travel Card.

## AIR TRAVEL

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Purchase airline tickets through one of the two approved travel agencies. Those agencies are knowledgeable of State airline contracts, available fares and billing requirements. Please refer to the internet ticket policy regarding purchase of Internet airline tickets. 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, the traveler may be reimbursed for actual trip cost (mileage or rental car and gas). When a traveler chooses to drive, the traveler will be reimbursed the lower of actual mileage or rental car and gas OR the lowest obtainable 14-day advance restricted airfare plus transportation to and from DIA and destination ground transportation.

## GROUND TRANSPORTATION

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▶ Rental Cars – Use of the State contracted rental car agencies is mandatory. Car rentals must be paid with the State Travel Card when the employee has such card. The rental car contracts provide liability coverage in most cases. Use of the State Travel Card provides for most collision, damage and loss needs.

These agreements need to be used whenever the vendor is 1) located in an awarded city where the rental occurs; 2) has the category of vehicle necessary; and 3) honors the terms of the price agreement. **The BOA matrix on the STMP website provides the list of awarded rental car agencies as well as a list of awarded cities by vendor:**

[http://www.state.co.us/gov\\_dir/gss/cen/travel1/stmp/](http://www.state.co.us/gov_dir/gss/cen/travel1/stmp/)

Off-road usage is **NEVER** covered by any insurance.

▶ Personal Vehicles – Use of privately owned vehicles is allowed if justified and approved by your supervisor, and department head. Mileage allowances are paid at the state rate of \$0.50/mile and are deemed to cover all operational expenses including gas, maintenance and insurance.

▶ Transportation Services – Use University motor-pool vehicles whenever possible for University employees on business travel within the continental United States. **Motor Pool vehicles are covered by insurance for all off-road travel.** Contact Transportation Services 970-491-0016. Department can arrange payment with an IMO.

## LODGING AND MEALS

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Meal reimbursements are allowed for the actual cost of meals up to the maximum allowable per diem rate without receipts. 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. The university will use the per diem rates established by the state controller. **Day Trips (Single day travel) which start and end on the same day are not eligible for meal reimbursements.**

▶ Lodging- staying with family or friends – If you arrange private lodging (e.g., staying with family/friends) you can be reimbursed up to \$25/night for associated costs.

## REQUIRED RECEIPTS

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Receipts are required for all expenses over \$25.00 with these exceptions: 1. Airline charges made through an approved travel agent and charged to the University ghost card. 2. Registration (receipts required regardless of amount). 3. Rental Car (receipts are required for all rental car expenses regardless of amount). 4. Gas (receipts required regardless of amount). 5. Non-travel related expenses (i.e. supplies, internet, etc.) receipts required regardless of amount. 6. Internet airline ticket charges/Airline change fees (receipts – eticket/itinerary/passenger receipt required regardless of the dollar amount).

## ALLOWABLE EXPENSES

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The following expenses can be allowed for reimbursement when incurred as a necessary part of approved travel:

- ▶ Rental car costs (receipts required for all expenditures).
- ▶ Registration fees (receipts or other positive proof of

payment required).

- ▶ Commercial transportation (receipts required for each ride over \$25).
- ▶ Parking fees (receipt required if over \$25).
- ▶ State Travel Card transaction charges and Travelers check charges (receipts required if TOTAL amount exceeds \$25 during any one trip).
- ▶ Toll road charges.
- ▶ Telephone, fax and any other similar charges (for official business only – receipts required for any single charge exceeding \$25).
- ▶ Camping site fees for a commercial, state or National campground (Receipt required if over \$25).
- ▶ Laundry services when trip is 7 days or longer. Receipts are required if over \$25.00