

# 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, email Travel Services at [bfs\\_tem\\_users\\_questions@mail.colostate.edu](mailto:bfs_tem_users_questions@mail.colostate.edu)

### 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 CSU Travel Card JP Morgan Program Administrator at 800-622-7747 to report the loss. If you are outside the US, call collect 636-722-7111. 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 60 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 front/back copy of the initial and final car rental agreement, receipt and statement, and fleet utilization log; 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 6) Front/back copy of your driver's license 7) Copy of declarations page of any primary vehicle insurance and other valid insurance coverage.

### Advances

There are two ways to obtain an advance:

- 1) CSU Travel card. Employees should use their CSU Travel card at an ATM to obtain travel advances. ATM transaction fees are reimbursable via a Travel Reimbursement upon trip completion. **Traveler is responsible for direct repayment of advances to their CSU Travel card.**
- 2) If the CSU 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 an approved travel agency to book tickets, requesting lowest fare available from all carriers; First/Business class travel not allowed. Travel agencies will need Travel Authorization T-number and fund numbers to proceed. (Also see Internet Airline Tickets)

### Alcoholic Beverages

Not reimbursable as part of Travel. Only covered when part of an authorized business 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 amend a Travel Authorization already finalized. See TEM Guides for details on creating a Travel Authorization Amendment (TAA) Step by Step instructions and instructions used using a Disbursement Voucher

### Approving Authority

University employee designated authority 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.

**ATM Fees**

Reimbursable if incurred on an individual's CSU 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 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 a 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**

Click [here](#) for the required charter approval form. Contact the Procurement department to create a PO.

**Conference/Event Registration**

The CSU 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.

**DHA Approver List**

The Approval List is a list of Department Higher Authority persons authorized to approve travel for a specific department or individuals in that department. If an approver changes please notify Travel to update the list in Kuali.

**Excess baggage**

See baggage fees

**Gasoline-rental vehicles**

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

**Ghost Card (also known as a CTA Account)**

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

**Group Event Card**

A CSU Travel card that can be issued to Business Officers in every college. This is a Corporate Liability card, used for student travel and CSU sponsored events. Contact Travel or visit the webpage for further details.

**Group Travel**

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

**In-State Travel**

Travel within the State of Colorado that is a necessary part of an otherwise in-state trip. Approval from the department is always required for travel. Travel Authorizations are only required if travel is by airline, other common carrier, or if a blanket authorization is not in place. 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, Risk Management and/or 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 the traveler's 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 of the of the savings or convenience must be included in the notes and attachments 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, lyft/uber etc.) at the traveler's destination are reimbursable. Receipts required for each trip over \$25.00. The Rideshare Consideration Form is required for trips to/from DIA [click here](#).

**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 the actual cost of reasonable accommodations. Travelers should charge lodging to their CSU Travel card whenever possible. The original lodging folio showing breakdown of charges is always required.

**Lodging-Deposit**

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

**Lodging - Spouse, other**

If traveling with spouse/other individual, business traveler can only request reimbursement for their 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.

### **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:

Mileage allowances are paid at 90% and 95% of the published IRS rate for 2WD and 4WD respectfully and are deemed to cover all operational expenses including gas, maintenance, and insurance. Click here for [current rates](#). Higher reimbursement rate applies for 4WD if road conditions require four-wheel drive vehicle. Justification for use of 4wd must be provided). Websites 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, travelers 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 the same rules that apply to employee travel expenses. Travel Authorization T-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 AKA Authorized Business Functions**

Expenses related to official functions/authorized business 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 the 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, childcare, 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.

### **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 they 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 should be paid with the CSU Travel Card when the employee has such card. Decline CDW (Collision Damage Waiver)/LDW (Loss Damage Waiver): these are covered by CSU 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 the contracted agencies listed on the Price Agreements, the traveler should use the CSU Travel card to rent a vehicle from any available agency and **must purchase** Liability insurance. Please provide justification in the notes and attachments box of your post trip reimbursement when renting from a non-contracted agency. When an infrequent traveler who does not have a CSU Travel Card rents a vehicle from a non-contracted state agency, 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 notes and attachments box of your post trip reimbursement when an infrequent traveler has rented a vehicle – see the Rental Car Quick Guide on the travel website. 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-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 the travel manual for more detailed information.

### **Travel Card**

The current CSU Travel Card used for University employees traveling on business. This card should be used for vehicle rentals, lodging, and all other travel expenses, wherever it is accepted. If CSU Travel ghostcard is not available to purchase airline tickets, the traveler's CSU Travel card should be used to cover airfare. Charges incurred are the personal liability of the traveler. The online card application is located on the travel website. To report a lost card or for general assistance, contact the Program Administrator at (800) 622-7747 or call collect when outside of the U.S. at 636-722-7111.

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

Governed by the 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.

**Telephone/Fax Charges**

Charges for University business are reimbursable. Receipts required for claims exceeding \$25.

**Toll Road Charges**

Reimbursable. Receipts required for claims exceeding \$25.

**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 travelers to purchase additional rental vehicle insurance; this cost is reimbursable if the requirement for insurance is documented. The traveler should purchase all necessary insurance and this is reimbursable. **Please be sure to justify purchase of insurance in the notes and attachments box 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.) All reimbursement documents should be submitted and approved by the traveler within 60 days of the trip-end date. Any reimbursement approved by the traveler after 60 days from the trip end date is considered taxable income to the traveler.

**Travel Reimbursement (additional)**

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 will need to be processed for the remainder of the 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 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.