

Pre-Travel Process

Travel charged to the University, regardless of funding source, shall be for the benefit of the University, and shall be completed using the most economical means available.

All out of state and international travel, regardless of dollar amount, require a travel authorization **before** departure.

PRIOR TO DEPARTURE:

Complete the pre-travel form, found on the [Mathematics Resources + Guidelines webpage](#)

- Include all estimated expenses
- Estimate cost as closely as possible; when in doubt, over estimating is best
- **Graduate Students** - a **signed** graduate student travel approval form is required



AIRFARE:

Contact travel agent and request your preferred itinerary

After your final itinerary is decided, copy the [Math Travel](#) email for processing and approval

- Airfare is finalized when travel agent sends you a confirmation email
- If you haven't received confirmation from travel agent 36 hours before departure, contact travel agent



ADDITIONAL EXPENSES THAT MAY BE APPLICABLE TO YOUR TRIP:

Personal Travel

- Contact the Math Business office for guidance before airfare is booked

Lodging

- Purchase on your own, then include in reimbursement request after trip has ended
- Final, itemized receipt which shows proof of payment, or a \$0.00 balance
- Only room charges and taxes are reimbursable; gift shop, room service, etc are not reimbursable



International Travel

- Travel Authorization must be finalized and approved before departure, regardless of who is paying for the trip
- Information required on pre-trip form:
 - Lodging information - name, phone, and address of establishment
 - Traveler's emergency contact

Per Diem

- Intended to cover meals paid by the traveler and incidental expenses
- Rates are based on the State Controller approved rate for the destination
- The rate on the first and last day of travel is at 75%
- Per diem is reduced when meals are provided to the traveler at no-cost
- Day trips are not eligible for per diem

Vehicle Rental

- Book through State approved Rental Agency
- Provide discount code when making reservation
- Final, itemized receipt needs to be included in reimbursement after travel
- Fuel expenses are eligible for reimbursement if accompanied by receipt(s)

Mileage

- Intended to cover vehicle expenses, including fuel, maintenance, and insurance
- Mileage rates are established by the State of Colorado
- 4WD rate can only be claimed if 4WD is required due to weather or business related off-road travel occurred
- Map or mileage log showing the total number of miles driven must be included in reimbursement

Shuttle, Taxi, Tolls, etc

- Groome Shuttle is the preferred method to/from DIA
- Check the Commitment to Campus website for potential employee discounts on Groome
- Personal vehicle may be used to/from DIA
- Toll charges under \$25 do not require receipt

Parking

- Airport Parking Discounts are available for employees and alumni on the Commitment to Campus website

Conference Registration

- May be purchased on PCard if it does not include a banquet/food line item

CSU APPROVED TRAVEL AGENCIES

970.222.5108
JennyB@travelsociety.com
TRAVEL SOCIETY

970.223.0442
Fortcollins@frosch.com
FROSCH

970.223.7400
info@travelnewhorizons.com
NEW HORIZONS TRAVEL

Personal travel? Please contact the Mathematics Business Office **before** making reservations with the travel agent

STATE APPROVED VEHICLE RENTAL AGENCIES

Hertz
Discount code: 65579

Enterprise National
Discount Code: XZ12450

Use the discount code to ensure liability insurance coverage is applied to your reservation

Post-Travel Process

All travel reimbursements must be submitted within 60 days of the trip end date. Reimbursements must be **approved by the traveler** in Kuali within 60 days of the trip end date, otherwise the reimbursement will be considered taxable to the employee traveler, per the IRS regulations.

Please submit reimbursement requests **no later than 45 days** after trip end date to allow for processing.

UPON RETURN:

Complete the post-travel form, found on the [Mathematics Resources + Guidelines webpage](#)

- Provide final, itemized receipts
- Proof of purchase is required for all expenses (see exceptions below)
- **Graduate Students** - expenses will be capped at your allowed amount per your grad student travel form associated with each trip
 - Note: airfare purchased through travel agent via the ghost card will be applied to trip's capped amount

NON-EMPLOYEE OR GUEST TRAVEL:

TEM Profile must be established to receive a travel reimbursement

- Non-employee/guest should complete TEM form by the day they arrive on campus

Complete the post-travel form, found on the [Mathematics Resources + Guidelines webpage](#), when trip is complete

IN STATE TRAVEL:

Complete the post-travel form, found on the [Mathematics Resources + Guidelines webpage](#)

- Include a Google Maps or Mapquest map showing route taken
- Fuel expenses must accompany final receipts
- Single-day trips are not eligible for per diem
- Parking and tolls over \$25 require proof of payment/receipts

NO-COST TRAVEL:

Complete the pre-travel form, found on the [Mathematics Resources + Guidelines webpage](#), and indicate it is a "no cost" trip

PLEASE NOTE:

Should unofficial expenses occur in conjunction with official business, sufficient documentation that shows a clear and just separation and allocation of expenses is required



ADDITIONAL INFORMATION FOR TRAVEL REIMBURSEMENTS:

Proof of Purchase

- Traveler must provide original itemized receipts for all individual charges exceeding \$25, and proof of payment demonstrating they personally covered that expense
 - Exceptions, regardless of dollar amount:
 - Rental vehicle/fuel receipts
 - Registration receipts
 - Lodging
- 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)



Allowable Expenses

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

- Rental car costs (final receipts required)
- Registration fees (proof of payment required)
- Commercial transportation, such as shuttle or bus (receipts required for each ride over \$25)
- Parking
- Toll road charges

Unallowable Expenses

Some common unallowable travel expenses on University funds include:

- Uber/Lyft/Taxi to/from Denver International Airport
- Alcohol and entertainment
- Personal expenses (personal hygiene items, magazines, movie rentals, golf fees, child care, house sitters, etc.)
- Travel insurance
- Traffic and parking fines
- Most costs from accidents, thefts, damages, or losses
- Airline seat fees

Transportation Options to/from Denver International Airport

- Groome Shuttle
- Personal Vehicle (roundtrip is capped at 140 miles)

