

UNIVERSITY OF COLORADO
PROCUREMENT SERVICE CENTER (PSC)

PSC Procedural Statement: *Travel*

Effective Date: January 1, 2013

Introduction

This PSC Procedural Statement (PPS) sets forth requirements for authorizing University travel, determining travel expenses that can be covered by the University, and accomplishing the reconciliation and reimbursement process. Except as otherwise noted, these requirements apply to all individuals engaged in such travel, whether *employees, associates, affiliate fiscal staff, or other individuals* (including *students and immediate family members*) traveling on *official university business*. Travel expenses paid by the University must be incurred for *official university business*.

Definitions

Italicized terms are defined in the [Policy Glossary](#). Underlined terms are defined in the [Finance and Procurement Procedure Glossary](#).

Procedural Statement

The table below outlines the expense reconciliation and reimbursement processes for University travel. The PSC has the right to request additional documentation or approvals for an expenditure when, in the opinion of the PSC, a specific expenditure warrants additional support.

Exceptions

Unless approved by the Assistant Vice President/Chief Procurement Officer, there are no exceptions to this procedural statement.

Related Administrative Policy Statements (APS), PSC Procedural Statements (PPS), and Other Policies and Procedures

- APS [Travel Authorization](#)
- Additional APS and PPS, as appropriate for the specific items listed, are referenced in the table of Procedures for University Travel, below.

Related Forms and Systems

- Concur Travel & Expense System
- [Non-Employee Reimbursement \(NR\)](#) Form
- Additional related forms, as appropriate for the specific items listed, are referenced in the table of Procedures for University Travel.

Procedures for University Travel

Item Description	Conditions
1. Accidents	Contact the appropriate campus Risk Management Office.
2. Advances	See PPS Cash Advances .
3. Air Travel	
a. Aircraft-Private	<p>Requires prior written approval from University Risk Management. See www.cu.edu/content/documentsandforms (look under Campus Activities).</p> <p>Contact Office of University Controller to determine if private aircraft use is allowable as a trip expense, or if it can be considered as a tax-deductible gift.</p>
b. Aircraft-Leased	Contact PSC Purchasing Services at 303.764.3400. Use of leased aircraft requires prior written approval from Aircraft Section of Colorado State Patrol. At least 50% of the passengers must be members of the University's official party.
c. Airline Tickets	<p>All travel shall be completed using the most economical means available which will satisfactorily accomplish university business. Upgrades (including extended leg-room upgrades) and Business or First Class travel are allowed only with justification, e.g.: Cost Savings (avoid subsistence costs/lost productivity); Foreign Travel (continuous scheduled flight > 14 hours); Foreign Travel (security/sanitation/health exceptions); Necessary (accommodate a disability/special need).</p> <p>For domestic travel by employees:</p> <ul style="list-style-type: none"> • The traveler/travel arranger should either book tickets online using Concur Travel & Expense or work directly with the approved travel agency, Christopherson Business Travel (CBT). SpeedType must be provided in order to proceed with any booking. <p>For international travel by employees, and for domestic or international travel by non-employees:</p> <ul style="list-style-type: none"> • The department should work directly with Christopherson Business Travel (CBT) as these types of travel cannot be booked through Concur. SpeedType must be provided in order to proceed with any booking. <p>Service fees are nonrefundable, even when ticket is not used/credited to traveler. Value of cancelled ticket will generally be preserved as long as new ticket is booked (or, for some airlines, as long as new trip is completed) within one year of original ticket issue date.</p> <p>See also Internet Airfare Purchases.</p>

Procedures for University Travel

Item Description	Conditions
d. Internet Airfare Purchases (outside Concur)	<p>Employees who wish to purchase airline tickets on an external internet site (instead of booking through Concur Travel & Expense or through CBT) must first compare the full cost (including fees) of the outside site's fare with the fares shown in Concur, and print the list of Concur fares (or, for international travel, reference the quote from CBT).</p> <p>If total cost of the external internet site fare is less than the Concur/CBT fares, travelers can proceed with the purchase using a personal credit card. (Airline tickets are not allowed to be purchased on the Travel Card.) Attach itemized receipt/proof of payment and comparison quote printout to the expense report. The expense cannot be reimbursed until after the trip is completed.</p>
5. Airport Baggage Check-In	<p>Curb-side baggage check-in fees are allowable. Tips on this service are included in the Incidental Expense Per Diem amount and cannot be claimed separately.</p> <p>See also Baggage Fees.</p>
6. Alcoholic Beverages	<p>Not allowable in general; only covered when part of an <i>official function</i> in accordance with APS Alcoholic Beverages Purchased for University Events and PPS Alcoholic Beverages Purchased for University Events.</p>
7. Approved Travel Agency	<p>Christopherson Business Travel.</p> <p>This agency supports the University's travel management system through Concur Travel and through its local travel agents. Contact information is on the PSC website.</p> <p>Information from bookings made through Christopherson Business Travel or through the Concur Travel and Expense System is provided to the <i>organizational unit</i>, to the appropriate campus <i>sponsored project</i> office (if Fund 30/31), and to the designated <i>officer of the University</i> (if international travel).</p>
8. Authorization to Travel	<p>Traveler must obtain department approval prior to a trip. See APS Travel Authorization.</p>
9. Baggage Fees	<p>Allowable if bags are required for <i>official university business</i>; valid business purpose must be noted in <u>expense report</u> comments. Itemized <u>receipt</u> and <u>proof of payment</u> required for charge over \$25.</p> <p>See also Airport Baggage Check-In.</p>
10. Camping Fees	<p>See Lodging.</p>

Procedures for University Travel

Item Description	Conditions
11. <u>Concur Travel & Expense System</u>	<p>Online system, accessed through the portal, and composed of two parts: Concur Travel, and Concur Expense. Concur Travel is used for 24/7 booking of airline tickets, hotels, and rental cars.</p> <p>Information from bookings made through Concur Travel or Christopherson Business Travel is provided to the <i>organizational unit</i>, to the appropriate campus <i>sponsored project</i> office (if Fund 30/31), and to the designated <i>officer of the University</i> (if international travel).</p> <p>Concur Expense is used to reconcile <i>Travel Card</i> charges and to request <u>reimbursement</u> for University travel and non-travel-related expenses by <i>employees</i> and Regents. (<i>Non-employees</i> and <i>students</i> use the <u>Non-Employee Reimbursement</u> form to request <u>reimbursement</u>.) The traveler's costs cannot be reimbursed until after the trip is completed.</p> <p><u>Receipts</u> are required as noted in this table for the specific item.</p> <p><u>Reimbursement expense reports</u> must be submitted within the designated time period to avoid tax consequences for <i>employees</i> (see Tax Implications).</p>
12. Conference or Event Registrations	Use Procurement Card .
13. Currency Exchange	<p>Cost of converting money is allowable when exchange rate/fees are documented (e.g., www.oanda.com/convert/classic) and included with <u>reimbursement</u> request. Currency calculation must be backdated to reflect actual date expense was incurred.</p> <p>For personal reimbursements, the credit card statement showing a specific conversion rate may be used in lieu of the oanda.com rate.</p>
14. <u>Expense System</u>	See Concur Travel & Expense System.
15. Export Control Issues	<p>If traveling to another country with equipment or information subject to export controls, contact your campus export compliance officer for advice: http://www.colorado.edu/VCRsearch/integrity/exportcontrols/index.html http://www.uccs.edu/globaleducation/tripleadres/tlrexpcont.html http://www.ucdenver.edu/academics/research/AboutUs/regcomp/Pages/RegCompContact.aspx</p> <p>See also Laptops and Mobile Devices.</p>
16. Gasoline-Rental Vehicles	<p>Traveler should use <i>Travel Card</i> wherever accepted.</p> <p>Gasoline expenses not allowable for personal vehicles. See Mileage-Personal Vehicle.</p>
17. Ghost Card	<p><i>Travel Card</i> account number used by approved travel agency and Concur Travel & Expense to cover cost of airline ticket/other common carrier ticket. Not used for vehicle rental, lodging, or other travel-related expenses. Charges on the ghost card are billed directly to campus <i>organizational unit</i> according to SpeedType provided at time of booking.</p>
18. GPS (Global Positioning System) Device	<p>Allowable rental if required due to complexity of <i>official university business</i> travel, e.g., driving to multiple sites in unfamiliar area. Business purpose need must be clearly documented.</p>

Procedures for University Travel

Item Description	Conditions
19. Group Travel	Travel to the same location, for the same business purpose, by three or more <i>employees</i> or <i>non-employees</i> for <i>official university business</i> .
20. Incidental Expense Per Diem	Part of daily M&I (Meals and Incidental Expenses) <u>per diem</u> . Used for personal telephone calls, miscellaneous incidental tips (e.g., bellhops, porters, and maids), and other miscellaneous items. May be claimed for each day of travel up to the limits specific to the geographic location. No receipt required. For M&I rates by destination, see www.cu.edu/psc/payables/travel.htm - Important Links.
21. Internet Charges	Allowable during travel status if needed for <i>official university business</i> .
22. Intra-city Transportation	Transportation costs (shuttles, buses, taxis, etc.) at traveler's destination, or between home/work location and airport, are allowable. Itemized <u>receipt</u> and <u>proof of payment</u> required for any single item charge over \$25. Use <i>Travel Card</i> wherever possible (<u>proof of payment</u> not required for <i>Travel Card</i> transactions).
23. Laptops and Mobile Devices	When traveling to or from another country with these items, keep in mind that they are subject to confiscation. These items are subject to export control and the law may require that you have an export license to travel with these items, internationally. See also Export Control Issues.
24. Laundry	Allowable if business trip lasts more than 14 days. Then, actual costs are allowable up to \$5/week for domestic travel, and up to \$20/week for international travel. (No <u>receipts</u> required.)
25. Lodging	
a. Business/ Commercial	Use <i>Travel Card</i> . Allowable to the extent of actual cost of reasonable accommodations. Department shall determine reasonable costs of the lodging based on the business needs of the traveler and the individual business trip. Single-room occupancy rate must be indicated on lodging <u>receipt</u> . Itemized <u>receipts</u> required – for deposit as well as for balance due. If e-receipts are available from the vendor, paper receipts need not be attached to the expense report.
b. Camping Fees	Allowable as lodging expenses if paid to commercial campground or State/National Park. Itemized <u>receipts</u> and <u>proof of payment</u> required if over \$25. Use <i>Travel Card</i> wherever possible (<u>proof of payment</u> not required for <i>Travel Card</i> transactions).
c. Deposit	Use <i>Travel Card</i> to issue payment directly to vendor. When reconciling charge on the expense report, identify it as a deposit. Itemized <u>receipts</u> required – for both the lodging deposit and the balance of the hotel stay.
d. Staying with Friends	Travelers who arrange private lodging (staying with friends/family) can be reimbursed up to \$25/day for associated costs. (No <u>receipt</u> required.)

Procedures for University Travel

Item Description	Conditions
26. Meals and Meal Reimbursement	
a. Meal Per Diem	<p>Part of daily M&I (Meals and Incidental Expenses) <u>per diem</u>.</p> <p>Dollar limits for breakfast, lunch, and dinner, established by traveler's destination. The meal <u>per diem</u> represents the maximum <u>reimbursement</u> allowed for eligible meals the traveler needs to purchase during the course of a university business trip. Meal <u>reimbursement</u> is not allowed if adequate meals are included with lodging, as part of <i>conference</i>/registration fees, or otherwise provided to traveler at no cost. Amounts in excess of meal <u>per diem</u> are not allowable unless part of a required <i>official function</i>. (Tips on meals are included in these amounts and cannot be claimed separately.) No <u>receipt</u> required.</p> <p>On days of actual travel, the final destination for the day determines traveler's <u>per diem</u> rate all day. On the day traveler returns home, however, the city from which the traveler leaves determines the <u>per diem</u> rate.</p> <p>On begin and end travel days, <u>reimbursement</u> cannot exceed 75% of the daily M&I <u>per diem</u> rate.</p> <p>For M&I rates by destination, see www.cu.edu/psc/payables/travel.htm - Important Links.</p> <p>If <i>Travel Card</i> is used for per diem meals, traveler must identify those transactions on the expense report as Personal. If <i>Travel Card</i> meal costs exceed per diem limits, traveler may need to reimburse CU (depending on total amount of reimbursable expenses). In this case, attach validated Cash Receipt form to expense report so that the reimbursement to the University is documented with the report.</p>
b. Meals: Group Meals	<p>Expense type used by Athletics and other departments when a single individual is responsible for providing a team or group with cash so that team members may purchase meals. Also used when a single individual is responsible for purchasing food directly for the team or group.</p> <p>Note that per diem limits apply to group meals, i.e., the total cost of the group meal cannot exceed the total of the individual per diem amounts for that meal.</p> <p>Attach a list of group members to the expense report. All individuals must sign or initial this list.</p>
c. Meals: Single-Day Trip	<p>If travel is wholly within a single day, meals are an allowable expense as long as the trip lasts 12 hours or more. <u>Reimbursement</u> cannot exceed 75% of the daily M&I <u>per diem</u> rate.</p>

Procedures for University Travel

Item Description	Conditions
27. Mileage	
a. Mileage- Personal Vehicle	<p>Allowable when in <u>travel status</u>:</p> <ul style="list-style-type: none"> • For allowable miles driven beginning January 1, 2013, the standard <u>reimbursement</u> rate is \$0.51/mile (if nature of trip and road conditions require four-wheel-drive vehicle, the 4WD rate is \$0.54/mile). • For allowable miles driven July 1, 2011 through December 31, 2012, the standard <u>reimbursement</u> rate is \$0.50/mile (if nature of trip and road conditions require four-wheel-drive vehicle, the 4WD rate is \$0.53/mile). <p>Allowable miles are those driven in excess of the normal round-trip commute to <u>primary work location</u> – regardless of type of transportation used for normal commute; see mileage calculation guidelines at www.cu.edu/psc/payables/calculate_miles.htm.</p>
b. Mileage vs. Airfare – Required Vehicle Usage	<p>Traveler will be reimbursed for actual mileage and other allowable travel expenses if vehicle travel is required due to nature of trip, items which must be transported during trip, or because multiple travelers make vehicle travel the lowest cost.</p>
c. Mileage vs. Airfare – Traveler’s Option	<p>Requires department approval. Requires comparison quote printed from Concur Travel. Traveler will be reimbursed for actual mileage up to actual total flight cost (transportation to/from DIA, airfare, and destination ground transportation).</p>
d. Mileage- Courtesy Car	<p>Allowable when in <u>travel status</u>, using specified rate. For allowable miles driven beginning July 1, 2008, the courtesy car mileage <u>reimbursement</u> rate is \$0.18/mile.</p> <p>Allowable miles are those driven in excess of the normal round-trip commute to <u>primary work location</u> – regardless of type of transportation used for normal commute; see mileage calculation guidelines at www.cu.edu/psc/payables/calculate_miles.htm.</p>
28. No Cost to the University	<p>Regardless of who is paying for the trip, traveler must obtain department approval to travel. Traveler must reimburse the University for any travel-related expenses incurred by the University and ultimately paid by another entity.</p> <p>For international trips that are no cost to the University, <i>employee</i> travelers must log their trip itinerary in iSOS: ptl.internationalsos.com/?m=11BCAS000006.</p> <p>Note that travel paid by an outside entity is permissible under Amendment 41 if:</p> <ul style="list-style-type: none"> • The travel is for a legitimate official purpose; • The travel arrangements are appropriate to that purpose; • The trip is no longer than reasonably necessary to accomplish the business which is its purpose; and, • The <i>employee</i> who will be traveling is not currently, was not in the recent past, and will not in the reasonably foreseeable future, be in a position to take direct official action with respect to the donor.

Procedures for University Travel

Item Description	Conditions
29. <i>Non-Employee</i> University Travel	<p>Travel by <i>affiliate fiscal staff, associates, students, and other individuals</i> is governed by these travel rules, except:</p> <ul style="list-style-type: none"> • <i>Non-employees</i> cannot receive cash advances. • Sponsoring <i>organizational unit</i> is encouraged to arrange travel directly with Christopherson Business Travel (CBT) – or to enable the <i>non-employee</i> to arrange his or her own travel directly with CBT through use of the Non-Employee Travel Request form. However, <i>non-employees</i> can make their own travel arrangements. • <i>Non-employees</i> do not need comparison quotes from CBT in order to purchase their own airline tickets. <p>Note that Regents are considered <i>employees</i> for purposes of using the <u>Concur Travel & Expense System</u>.</p>
30. <u>Non-Employee Reimbursement (NR) Form</u>	<p>Used by <i>non-employees</i> (including <i>students</i>) to request <u>reimbursement</u> for University travel and non-travel-related expenses. (<i>Employees</i> and Regents use the <u>Concur Travel & Expense System</u> to request <u>reimbursement</u>. <i>Students</i> who are also <i>employees</i> may use either the form or the online system.) The traveler’s costs cannot be reimbursed until after the trip is completed.</p> <p><u>Receipts</u> are required as noted in this table for the specific item.</p>
31. Parking	<p>Allowable when it is a necessary part of the trip, e.g., parking at traveler’s destination, parking at the airport. All parking costing more than \$25 (including multi-day airport parking) requires itemized <u>receipt</u> and <u>proof of payment</u>. Use <i>Travel Card</i> wherever possible (<u>proof of payment</u> not required for <i>Travel Card</i> transactions).</p>
32. Passport Costs	<p>Allowable if needed to enter a foreign country. Requires itemized <u>receipt</u> and <u>proof of payment</u>. See PPS Sensitive Expenses. Use Procurement Card when possible.</p>
33. Per Diem	<p>See Incidental Expense Per Diem (for incidental tips and miscellaneous items) or Meal Per Diem (for meals and tips on meal service).</p>
34. Personal Travel	<p>The University does not cover the cost of personal travel.</p>
35. Personal Expenses	<p>Expenses incurred for traveler’s personal benefit – e.g., magazines, athletic club fees, movie rentals, other entertainment – are not allowable.</p>
36. Personal Travel combined with Business Travel	<p>Requires department approval. Only business-related cost of travel is allowable.</p> <p>Exclude non-business days from the M&IE expenses on the Itinerary.</p> <p>If air travel is involved, attach a comparison quote (printout from Concur Travel & Expense) to show if extended trip resulted in higher cost. If yes, the traveler is responsible for reimbursing the University for the difference in fare. (Attach validated Cash Receipt form to expense report.)</p>

Procedures for University Travel

Item Description	Conditions
37. Rental Vehicle	<p>Rent from rental agencies as noted in Concur Travel & Expense and on the PSC website.</p> <p>Use <i>Travel Card</i> to receive insurance coverage benefits.</p> <p>In most cases, traveler should decline all insurance. Liability insurance typically provided at no cost to traveler by rental agency when renting with corporate rates from contract rental agencies in the U.S. CDW (Collision Damage Waiver)/LDW (Loss Damage Waiver)/theft insurance provided at no cost to traveler by <i>Travel Card</i> when certain terms and conditions are met. See details and exceptions at http://usa.visa.com/corporate/corporate_solutions/payment/benefits.html?it=r</p> <p>Some countries require traveler to purchase additional rental vehicle insurance; this cost is allowable if requirement for insurance is documented.</p> <p>Traveler should obtain complete insurance information before the trip from US Bank online or at 1.800.VISA.911.</p> <p>Itemized <u>receipts</u> and <u>proof of payment</u> required for <u>reimbursement</u> of car rental costs and rental car gas over \$25.</p> <p>If e-receipts are available from the rental car vendor, paper receipts need not be attached to the expense report.</p>
38. Shared Costs	
a. University and another Funding Source	<p>If not possible to separate charges and traveler needs to reimburse University for expenses covered by another entity, traveler writes a personal check payable to University of Colorado and the <i>organizational unit</i> deposits this in the appropriate SpeedType. Costs should be documented on the <u>expense report</u>; attach validated Cash Receipt form to the report.</p> <p>Note: the entity covering the trip costs can instead issue a check directly to the University of Colorado to reimburse expenses paid by the University. Attach validated Cash Receipt form to the report.</p>
b. <i>Employees</i>	<p>Should not be combined. Each <u>expense report</u> should be a record of one traveler's trip and one traveler with a <i>Travel Card</i> should not use that card to cover another <i>employee's</i> trip expenses.</p> <p>If two <i>employees</i> in <u>travel status</u> share lodging, each should pay her or his own portion of lodging and submit separate expense reports. If vendor cannot separate cost of shared lodging, one <i>employee</i> should pay total bill and identify the other <i>employee</i> in comments on the reconciling expense report, indicating whose lodging is included on that bill.</p> <p><u>Reimbursements</u> for meals (except during group travel) must be requested separately by each traveler.</p>
39. <i>Sponsored Projects</i>	<p>Travel using Fund 30/31 is typically subject to additional restrictions. Information on bookings made through Concur Travel or through Christopherson Business Travel is provided, as appropriate, to the campus sponsored project office.</p>

Procedures for University Travel

Item Description	Conditions
40. Supplies/Goods	<p>Use <u>Procurement Card</u>.</p> <p>Can use <i>Travel Card</i> for incidental purchases associated with a trip.</p> <p><u>Reimbursement</u> of goods is limited to \$5,000 and is further limited to commodities not covered by university price agreements (see Commodity and Purchasing Agent Listing) unless prompted by critical business need, i.e., unexpected/essential purchase that could not be deferred to normal business hours and business processes – this situation must be documented on the <u>reimbursement</u> request.</p> <p>A personal payment for services, cash awards, donations, or study subject payments will not be reimbursed.</p>
41. Tax Implications	<p><u>Expense report</u> and all supporting documentation must be submitted to the traveler’s approver within designated time period to avoid having <i>employee reimbursement</i> reported as income. (See PPS Business Expense Reimbursement.)</p> <p>Note: For additional restrictions on submission timeframes when cash advances are involved, see PPS Cash Advances.</p>
42. Telephone/Fax Charges	<p>Allowable if for <i>official university business</i>. When using hotel services, these charges must be itemized. For additional restrictions on use of wireless telecommunications, see PPS Personal Technology and Telecommunications.</p> <p>For personal phone calls, see Incidental Expense Per Diem.</p>
43. Tips	<p>Travelers can be reimbursed for reasonable tips (up to a maximum of 20% of service charge) given to ground transportation (e.g., taxi, shuttle) personnel. Reasonable tips allowed for courtesy ground transportation.</p> <p>Meal service tips are included in the Meal Per Diem amount and cannot be claimed separately. Maid, porter, and bellhop tips are included in the Incidental Expense Per Diem amount and cannot be claimed separately.</p>
44. Toll Road Charges	<p>Allowable (if not part of daily commute).</p>
45. Traffic Fines/Tickets	<p>Not allowable.</p>
46. <i>Travel Card</i>	<p>Corporate liability card intended to cover travel costs associated with a University trip, such as lodging, ground transportation, vehicle rentals. Individuals who travel abroad on University business should indicate this on the card application form so that they receive the International version of the Travel Card.</p> <p>For online card application, see www.cu.edu/psc/forms/. To report a lost or stolen card, contact US Bank immediately at 1.800.344.5696 (outside U.S., call collect 1.701.461.2010).</p>
47. Travel Classifications	
a. In-State Travel	<p>Travel within State of Colorado and immediate area outside Colorado that is a necessary part of an otherwise in-state trip. Department approval required.</p>

Procedures for University Travel

Item Description	Conditions
b. International Travel	<p>Travel to any destination not considered in-state or out-of-state. Department approval required. Requires approval from the appropriate International Travel Approver; to obtain this approval, the Concur Travel & Expense System emails international trip information to the appropriate individuals.</p> <p>For information about traveler’s destination country (including travel warnings issued by the U.S. Government), see www.cu.edu/content/internationaltravel and www.cu.edu/psc/payables/travel.htm.</p>
c. Out-of-State Travel	Travel other than in Colorado and that is within the 50 United States, including District of Columbia. Department approval required.
48. Traveler’s Checks	Fees for traveler’s checks are normally allowable.
49. Trip Insurance	<p>Requires department approval.</p> <p>For rental car insurance, see Rental Vehicle.</p>
50. US Bank VISA Card	See <i>Travel Card</i> .
51. Vaccination	Allowable if needed in order to enter a foreign country. Requires itemized <u>receipt</u> , <u>proof of payment</u> , and evidence of requirements for vaccine/medicine. Charge for doctor’s office visit is not allowable.
52. Visa Costs	Allowable if needed to enter a foreign country. Requires itemized <u>receipt</u> and <u>proof of payment</u> . See PPS Expenses. Use Procurement Card when possible.