

Step 1: Before you go...

- Seek approval to travel from department.
- Apply for corporate liability Travel Card (US Bank VISA).
- Take online course Travel and Travel Card Training.
- Review PSC Procedural Statement Travel.
- Book trip online through Concur Travel & Expense, or through travel agent at Christopherson Business Travel. (Conference hotels may need to be booked through the conference.)
For non-employee trips: Complete the Non-employee Travel Request form and use Christopherson Business Travel.
- To pay conference registration, use Procurement Card. To pay lodging deposit (if booked outside of Concur Travel & Expense), use Travel Card.
- Book rental car online through Concur Travel & Expense. *Call Travel Card (1.800.VISA.911) about insurance coverage.*
- Look up destination's per diem rates (link on right), or use Itinerary in Concur Travel & Expense to calculate.
- For international travel: Book trip through Christopherson Business Travel; apply for International Travel Card; review international travel warnings and health alerts; find out if export control laws apply. If No Cost to University travel, enter trip into iSOS.
- To apply for an advance: Complete the Cash Advance Setup form and submit request within Concur Travel & Expense.

Step 2: During your trip...

- Pay for personal expenses with personal funds.
- Keep itemized receipts for all official function meals. Keep itemized receipts for other charges if over \$25. E-Receipt available for some lodging or rental car bookings through Concur Travel & Expense. Paper receipt not required if vendor supplies e-Receipt.

Step 3: When you return...

- Prepare expense report (or give receipts to appropriate delegate) to reconcile Travel Card transactions and request reimbursement for eligible expenses that will not be reimbursed by any other entity. Prepare Non-Employee Reimbursement (NR) form if non-employee.
- Attach required documentation to expense report/NR form.
- Reimburse CU by personal check if necessary (e.g., for cash advance reconciliation). Attach copy of validated Cash Receipt form to expense report. (Advance type/amount determines 30-day or 60-day due date.)
- Submit expense report in time to avoid tax implications.

UNIVERSITY TRAVEL WEBSITE:

www.cu.edu/psc — click on Travel & Accounts Payable, then More info about Travel

PSC Procedural Statement Travel:

www.cu.edu/psc/procedures/PPS/PPS-Travel.pdf

Campus portals:

<https://my.cu.edu/index.html>

Card applications and Non-Employee forms:

www.cu.edu/psc/forms

Christopherson Business Travel:

www.cu.edu/psc/traininghelp/learningresources/travel/ApprovedTravelAgencies.pdf

Concur Travel & Expense System:

Log in to your campus portal (link above); locate your **CU Resources** section and, under the **Business Applications** area, select the **Concur Travel & Expense System** link.

Currency conversion:

www.oanda.com/currency/converter/

International travel information:

Export control issues (if traveling with laptops, mobile devices, etc)

UCB — www.colorado.edu/VCRsearch/integrity/exportcontrols/

UCCS — www.uccs.edu/globaleducation/tripleadres/tlrexpcont.html

UCD — www.ucdenver.edu/academics/research/AboutUs/regcomp/Pages/ReqCompContact.aspx

Health-related alerts: www.who.int/ith/en/

iSOS (International SOS):

www.internationalsos.com/en/

Travel assistance (University Risk Management):

<https://www.cu.edu/content/internationaltravel>

Travel warnings: http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html

Online course Travel and Travel Card Training, within SkillSoft:

Log in to your campus portal, link above

Per diem (meal) rates:

<http://www.gsa.gov/portal/category/21287>

Rental car information:

<https://www.cu.edu/psc/payables/travel.htm>

Travel Card insurance:

http://usa.visa.com/business/cards/benefits/bft_auto_rental.html (or call 1.800.VISA.911)