

Colorado State University-Pueblo Fiscal Rules

July 18, 2012

Policy No: 5.8
Policy Area: Travel, Finance & Administration
Subject: Travel Policy for University Campus

Purpose

The purpose of this policy is to address requirements for travel authorization, travel advances, and the reimbursement of travel expenses in the performance of official University business.

Policy

Colorado State University-Pueblo follows State of Colorado Travel Management Program policies and the Colorado State University System Fiscal Rules in regards to travel authorization and expenses. The general rule is travel charged to the University, regardless of the fund source, shall be for the benefit of the University and shall be completed using the most economical means available. Prior written authorization is required for all University travel.

Applicability

This policy is applicable to all University employees and students, clubs and guests traveling on University business.

Authority

C.R.S. 23-30-106 Board of Governors of the Colorado State University System