

Colorado State University-Pueblo Fiscal Rules

July 18, 2012

Procedures No: 6.8

Policy Area: Travel, Finance and Administration

Subject: Travel

Purpose

The purpose of the Travel Procedures is to establish the process for approval and reimbursement of travel expenses for University employees, group and team travel, students and student organizations, and others traveling on University business.

Procedures

A. Approval of Travel

1. Normally all travel is approved by the traveler's supervisor or another hierarchical signature authority that is an authorized signer on the signature approval list for that department. Travel for faculty and staff must be approved by Dean or Vice President; travel for Deans must be approved by the Vice President/Provost; travel for Vice Presidents must be approved by the President. All international travel must be approved by the supervisor, Dean, and Vice President.
2. In-state travel: A department head may provide blanket authorization for individuals in the department for in-state travel, using the TRAF. A complete TRAF must be completed and forwarded to the Controller's Office. This blanket authorization does not cover airfare for in-state travel; pre-approval is required for in-state airfare. If blanket authorization is not in place, an individual TRAF must be completed for each in-state travel request.
3. Out-of state travel: Pre-approval is required for all out-of state travel. A complete TRAF must be completed and forwarded to the Controller's Office. Out-of state travel is defined as travel within the Continental United States, including Alaska, Hawaii, and all US territories. A 15% tolerance is allowed on expenses to be reimbursed between that submitted on the pre-trip approval and those submitted for payment on post-trip documents.
4. International travel: Pre-approval is required as defined above. A 15% tolerance is allowed on expenses to be reimbursed between that submitted on the pre-trip approval and those submitted for payment on post-trip documents.
5. Travel at no cost to University: Pre-approval is required by the

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employee's supervisor. This ensures proper worker's compensation and liability insurance coverage for the employee.

6. Additional approvals: Additional requirements may exist depending upon internal department procedures or funding sources (e.g. grants).
7. Travel justification: An explanation of the purpose/reason of the trip, including the benefit to the University is to be entered on the travel request document.
8. Signatures: The traveler must sign all travel documents. The Travel Reimbursement Sheets (TRS) must be signed by the traveler before reimbursement can be made.

B. State Travel Card

1. The State of Colorado offers all regular, full-time employees a personal credit card (Citibank-Visa) for official University business travel. All CSU-Pueblo employees are eligible for the card.
2. Cardholders are personally responsible for timely payment. There are no annual fees associated with the card. When possible, all travel expenses should be paid with the card. Its use is mandatory for rental cars. Applications may be obtained from the Purchasing Office or on the Purchasing website.

C. Travel Advances

Travel Advances, within the statutory limit, may be obtained by employees with approval of the appropriate Vice President or President. CRS 24-30-202 (20.1) establishes the maximum authorized amount which is currently \$1500.

D. Form and Content

1. Commercial Airline tickets: Purchase airline tickets through the University approved travel agency, (see definitions and citations for link), and provide the agent with the T # from the TRAF. This authorizes the travel agent to bill the tickets to the University's card account and insures proper coding to the travelers account number and department. The University approved travel agency is knowledgeable about State airline contracts, available fares and billing requirements. Choose the least expensive, publicly offered fare available. When the approved travel agency is used, the traveler is not required to submit a receipt for airfare when submitting the travel voucher for reimbursement. Recruits and non-University employees, traveling on University business, may purchase

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their own tickets and request reimbursement upon completion of the trip. Receipts are required for reimbursement when tickets are not billed directly by the approved travel agency. Travelers may purchase airline tickets via the internet, when the following conditions are met: 1) The traveler has obtained pre-trip authorization, 2) The ticket is purchased with the traveler's State Travel Card (Citibank Visa), 3) There is at least a \$50 savings between the state contract fare, including fees, and the internet fare, including fees; **4) Documentation of the fare savings is attached to the TRS at the time reimbursement is requested;** 5) A copy of the itinerary is attached to TRS at the time reimbursement is requested; 6) The traveler accepts full responsibility for making any changes to an internet ticket as prescribed by the internet site. 7) The purchase of an internet ticket does not apply to the purchase of multiple airline tickets. Multiple airline ticket purchases must be purchased through the authorized travel agency.

2. Rental Cars: **Use of State contracted rental car agencies is mandatory.** Car rentals must be paid with the State Travel Card. Use of the State Travel Card for domestic car rentals provides for most collision, damages and loss needs. See the Purchasing web page for list of contracted rental car agencies.
3. Personal Vehicles: Use of privately owned vehicles is allowed if justified and has appropriate approval. Mileage allowances are paid at the current state rate for two-wheel drive vehicles. Refer to the University Travel Reference Guide for current rates. Employees shall only be reimbursed at the mileage rate designated for four-wheel drive vehicles when the use of four-wheel drive is necessary because of road, terrain, or adverse weather conditions. Justification for the use of four-wheel drive vehicles is to be provided with the request for reimbursement.
4. Lodging: Lodging is reimbursable at the actual cost of reasonable accommodations as supported by receipts. Self-owned lodging (cabins, trailers, campers owned personally by the traveler) can be reimbursed up to \$25 per day.
5. Meals: Travelers may claim up to the applicable federal Meal and Incidental Expense for each full day of travel. This does not include the first or the last day of travel in which the traveler may claim 75% of the destination city's per diem on both first day and last day of travel. See State Fiscal Rules for per diem.
6. Other Transportation: Bus, train, non-commercial aircraft, etc., is

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permitted as long as the costs do not exceed the costs for the same trip by commercial airline.

7. Other Allowable Travel Expenses include:

- Commercial transportation (taxis, buses, shuttles), receipts required for each ride over \$25.
- Parking fees, receipts required if over \$25.
- State travel card transaction charges if over \$25.
- Toll road charges outside of Colorado.
- Telephone, fax or similar charges.
- One personal phone call costing \$2 or less per day, is permitted
- Tips for bellhops, porters, maids, and ground transportation.
- Camping site fees, receipt required if over \$25.
- Conference registration fees, receipt or other positive proof of payment required, regardless of amount.

8. Non-reimbursable Expenses include:

- Alcohol and entertainment.
- Personal expenses (personal hygiene items, magazines, movie rentals, laundry or valet service, golf fees, child care, etc.)
- Travel insurance paid by traveler, including: 1) collision damage waiver/loss damage waiver for rental cars; 2) supplemental liability insurance on rental cars; 3) value premiums on airline tickets; 4) trip cancellation insurance; 5) additional liability for rental cars; 5) personal accident insurance on rental vehicles; 6) supplemental life insurance for airline or common carrier travel (Unless insurances is necessary for international car rentals-see instructions under International Travel).
- Traffic fines and parking tickets.
- Most costs related to accidents, theft, damage or losses.
- Personal, political, social, or otherwise unofficial University business expense or costs paid or reimbursed from another source.
- Costs for spouses, family or friends accompanying the traveler.
- First Class or Business Class airline tickets or upgrades are not usually reimbursable unless there are unusual circumstances that require pre approval by the University Controller.

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E. Group, Team and Student Travel

1. A regular, full-time University employee must be designated as the leader or sponsor for each group. The leader, or sponsor, accepts responsibility for all accounting aspects of the trip and will list his or her name as the traveler on all forms along with an identifying group name. In addition, a complete list of participating group members must be attached to all forms. Submit only one form for each trip or group.
2. If a travel advance is needed, prepare only one advance request for a group or trip. Travel Advance forms are available in the Controller's Office.
3. One TRS should be submitted by the designated leader or sponsor, to claim reimbursement for all outstanding expenses and reconciled with any advanced funds. All disbursements made directly from the designated leader or sponsor, to group members (for meals, etc.) must be documented with a list of the recipients, the amount provided and the recipient's signature acknowledging receipt. Special lodging and meal allowances may apply to Intercollegiate Athletics teams as governed by NCAA regulations.
4. Other than students traveling with Athletics, students may travel on official University business only 1.) as an Authorized Volunteer; or 2.) with a Student Organization.
 - Authorized Volunteers: Students may travel as an Authorized Volunteer, at the request of the University, under the control of the University, and for the benefit of the University. Travel must be approved for Authorized Volunteers. Advanced approval by the appropriate Supervisor, as well as, the appropriate leader or sponsor (leader or sponsor must be a CSU-Pueblo employee) is required. Document the benefit and primary purpose to the University. Individual approvals are required for each trip and annual authorizations are not allowed. While a student organization cannot be an authorized volunteer, individual members may be classified as such if their travel meets all criteria. The State only provides liability insurance protection on vehicle use consistent with the destination and purpose of the documented travel. No State liability protection is provided for any personal or other unauthorized use of a vehicle. Thus, even if the vehicle is being used primarily for an authorized purpose, protection does not exist as to any deviations, such as running personal errands, transporting family members, or visiting friends. No insurance protection is provided where the use of a vehicle involves behavior such as, driving recklessly or under the

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influence of alcohol or other substances that impair judgment. Such substances are not allowed in State vehicles at any time.

- Student Organizations: Travel is permitted when necessary to the organizational purpose. However, unless an individual's travel falls under the guidelines for Authorized Volunteers, no liability insurance protection from the State is provided, nor will "governmental immunity" status exist. Rental vehicles can be arranged, but insurance coverage provisions should be closely examined, with additional insurance purchased when necessary to protect travelers, the organization, and the University. Normally, Collision/Damage/Loss protection (CDL) insurance must be purchased.

F. International Travel

The following special provisions apply to international travel:

1. In addition to the normal supervisor approval, a Dean, and Vice President must provide approval for an international trip, in writing and prior to travel.
2. Use of federal grant funds requires travelers to comply with the "Fly America Act" using only "US Flag" commercial carriers. It is acceptable if the tickets are purchased from a US flag carrier, but the flight is contracted to a non-domestic carrier for the actual plane and flight crew. Some grants may further stipulate maximum lodging and/or per diem rates or impose other requirements. It is the responsibility of the department and the traveler to understand these special requirements.
3. Generally, additional costs for upgraded fares are not allowed, however, business class fares can be booked for international trips if the following four conditions are met: 1.) all funding is from federal sources for which the federal travel regulations apply; 2.) the total flight time, including stopovers is over 14 actual hours; 3.) additional rest time is not provided; and 4.) reasonable benefit is documented in advance and approved by the supervisor, Dean and Vice President and any applicable fund sponsors.
4. Liability coverage normally provided by the rental car company does not carry forward to non-domestic location. For international rentals, liability coverage (not collision damage and loss waiver) should be purchased, and is reimbursable.
5. Foreign Visitors: Federal reporting and withholding regulations exist for payments to foreign visitors. Holders of B-2 visas are prohibited from receiving payments of any kind. Obtain the visa type and number of any foreign visitors and reference it on the TRS. Contact the Controller's Office prior to arranging payments for a foreign national. Failure to comply with all University, state and federal requirements puts at risk the ability for the individual to receive reimbursement.

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6. It is recommended that travelers review US State department travel advisories, as travel to certain countries may be discouraged, restricted, or forbidden. Information can be obtained at the website: <http://travel.state.gov/>

G. REIMBURSEMENT

Reimbursement claims for travel should be submitted within a reasonable time, normally 60 days following completion of travel. Exceptions to the 60 days require explanation/justification and approval of the appropriate Vice President to avoid tax implication.

For additional detail and specific procedures refer to:

www.colostate-pueblo.edu/purchasing,

Official State Travel Business Summary for Travel, and
University Travel Reference Guide

Definitions and Citations

TRAF. This is a Travel Request Authorization Form available from the Purchasing Office.

TRS. This is a Travel Reimbursement Sheet available from the Purchasing office.

State Fiscal Rules-Travel: <http://www.colorado.gov/dpa/dfp/sco/FiscalRules>

University Travel Reference Guide:

<http://www.colostate-pueblo.edu/Purchasing/TravelInformation/UniversityTravelReferenceGuide>

Official State Travel Business Summary for Travel:

<http://www.colostate-pueblo.edu/Purchasing/TravelInformation/TravelSummary/Pages/default.aspx>

Per Diem:

http://www.colorado.gov/dpa/dfp/sco/FiscalRules/FR_Travel.htm.

University Travel Agency:

<http://www.tomato@travelsociety.com>; Office: (303) 444-4236

Agency Contacts:

janc@travelsociety.com

joyl@travelsociety.com

jeanner@travelsociety.com

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Authority

Executive Order D 005-03 - Concerning State Employee Travel

Executive Order D 021-07 - Efficient Management of State Employee Travel Expenses

C.R.S. §24-9-104(2) – Mileage Allowances

CRS §24-30-202(20.1) -Travel Advance Limits

IRS Publication 463 (2008) – Travel, Entertainment, Gift, and Car Expenses Rev Rul. 99-7, 1999-5 C.B. 4, Deductibility of Daily Transportation Expenses

U.S. Code, Title 26, §§162(a), 262, and 274(d) (Internal Revenue Code)