**Travel Quick Reference FAQS**

**JP Morgan Chase MasterCard (Traveler and Department State/University Travel Cards)**

* Either the Traveler’s or the Department’s state/university travel card must be used for vehicle rentals, lodging, meals, and ground transportation, where accepted. University Ghost card account (on file with Travel Agent) must be used to purchase airline tickets. Charges incurred are personal liability of traveler and should be paid promptly. Late fees/finance charges are traveler’s personal responsibility and are not reimbursable. To report a lost or stolen card, contact JP Morgan Chase immediately at 800-316-6056

**Travel Object Codes**

* Common travel-related expenses include:

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| --- |
| **Travel Object Codes**  |
| **6001** | In-State Employee Misc |
| **6002** | In-State Non-Employee Misc |
| **6071** | Out-of-State Employee Misc |
| **6072** | Out-of-State Non-Employee Misc |
| **6076** | Out-of-State Non-Employee Per Diem |
| **6131** | International Employee Misc |
| **6132** | International Non-Employee Misc |
| **6625** | Athletics Team Travel |
| **6628** | Athletics Recruiting In-State/Out-of-State/International |
| **6633** | Professional Development - Registration |
| **6630** | Dues/Memberships - Individual |
| **6631** | Dues/Memberships - Institution |

**Non-Reimbursable**

* Alcohol
* Charter Flights (unless approved by System)
* Charter Vehicles (buses must be rented through Accounts Payable functions),
* Traffic Tickets and fines
* Partner/Spouse travel expenses
* Personal expenses (e.g., magazines, dry cleaning, laundry, athletic club fees, movie rentals, other entertainment) Also see Personal Expenses.

**Accidents**

* Contact the Campus Risk Management Office. If accident occurs in a rental vehicle charged on the State Travel Card, contact the JP Morgan Chase MASTERCARD Program Administrator (1(800)316-6056) as soon as reasonably possible to report the claim and request a claim form. If the claim form is not filed within the designated period, the renter can be held personally responsible. See also Rental Vehicle.

**Advances**

* Student Functions. Coaches/Employees can request a travel advance through accounts payable while traveling with their groups (athletics, ELC, etc.). Travel advance must be requested and finalized in a Travel Advance Travel Authorization at least 7 days prior to trip/project begin date. Unused advances must be paid back to the Cashier within 7 days of return and TRs settling advance expenditures must be submitted within 30 days of return. No further advances will be issued to an individual while he/she has an advance outstanding past the 30 days.

**Airfares/Airlines**

* Traveler should work with approved travel agency and use State contract airlines. (Exceptions of use of contract airlines: Approved travel agency finds that lower fare is offered to general public that is not matched by awarded airline; or there is no contract for the city pair.) Additional restrictions apply to travel funded by Federal projects; consult campus fiscal policy and campus Grants/Contracts office. For information on the less expensive restricted fares, contact an approved travel agency.

**Airline Tickets**

* Traveler should use approved travel agency to book tickets, requesting lowest fare available from all carriers. First/Business Class travel not allowed. Upgrades (including extended leg room upgrades) not allowed. Travel agency will need T number from Kuali TA to proceed. Service fees are non-refundable, even when ticket is not used/credited to traveler. Value of canceled 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. See also Internet Airfare Purchases.

**Approving Authority**

* University employee designated authority, in writing, to approve matters related to University travel, sign travel forms, etc.  Approving authority cannot be a subordinate or equal of the traveler and must be supervisory.

**University Ghost Card (JP Morgan Chase Mastercard for Airfare)**

* JP Morgan Chase MASTERCARD card account number used by approved travel agencies to cover cost of airline/other common carrier ticket. Not used for vehicle rental, lodging, or other travel-related expenses. Charges for this card are billed directly to the campus department according to T number provided Travel agency when booking department or traveler airfare.

**Currency Exchange**

* Cost of converting money is reimbursable when exchange rate is documented (e.g., [www.oanda.com/convert/classic](http://www.oanda.com/convert/classic)). Currency calculation must be backdated to reflect actual date expense was incurred.

**Gasoline-Rental Vehicles**

* Traveler must use a State Travel Card (Traveler’s or Department’s ) wherever accepted. Original itemized receipts/ POP required regardless of dollar amount. (Gasoline not reimbursable for personal vehicles. See Mileage-Personal Vehicle.)

**Grant Programs**

* Travel on grant project funds must be approved in advance by the appropriate campus administrator.

**Group Travel**

* Three or more individuals traveling together on CSU Pueblo business.*Traveling with students requires a roster be attached to both TA and TR documents.*

**In-State Travel (Blanket Travel)**

* Travel within State of Colorado and immediate area outside Colorado that is a necessary part of an otherwise in-state trip. Approval from department is always required. T number from Kuali TA is required only if airline/common carrier travel is used or Travel Advance requested.*In-State Blanket Travel Forms should be kept on file in departments, redone at the beginning of each fiscal year, and attached to the TR notes and attachments.*
* **International Travel**
Traveler/Arranger must provide an email showing Presidential approval. The Traveler/Arranger must attach proof of approval by their Department Chair, Dean, Provost or Vice President, dependent on traveler’s reporting structure. Additionally, International Travel that involves students need to have approval from International Programs. The approval must be attached to the Notes & Attachments section of the TA.

Email must include:

a. Purpose and Justification for travel

b. Dates of travel

c. Location to where traveler is going (must specify hotel and/or where traveler is staying - Risk Management requirement)

d. Estimated Costs

e. Account to be expensed for travel

**Internet Airfare Purchases**

* Travelers who wish to purchase airline tickets on the Internet must first provide the Internet fare quote to an approved travel agency for comparison. If approved travel agency cannot meet or beat the Internet fare, within $50, including fees, than travelers can proceed with the Internet purchase. Travelers must purchase the ticket using their individual State Travel Cards and will not be reimbursed until trip completion. Include original itemized receipt/ POP with TR; reference travel agency quote in notes section of Kuali Travel Reimbursement. See also Airline Tickets.

**Intra-city Transportation**

* Transportation costs (shuttles, buses, taxis, etc.) at traveler’s destination are reimbursable. Original itemized receipt/ POP required for any single item charge.

**Lodging-Business/Commercial**

* Reimbursable to the extent of the actual cost of reasonable accommodations as set by traveler’s department. Approving authority shall determine reasonable costs of lodging. State Travel Card must be used to cover cost of lodging. Original itemized receipts/ POP always required. **AirBNB/VRBO not authorized**.

**Lodging Deposit**

* Use traveler’s or Department’s State Travel Card for lodging department. Reimbursable.

**Lodging-Personal**

* University employees on personal (non-business) travel may be able to take advantage of State lodging price agreements at vendor’s discretion. But cannot claim lodging for personal travel on TR (even if it coincides with the beginning or end of a business travel trip).

**Maximum Meal Reimbursement Amount**

* The State has elected to use the standard method for reimbursement under regulations issued by the IRS. Therefore, employees authorized to travel shall be reimbursed using the standard allowance method. This means all meals are subject to the limits set forth by the Per Diem specific to the geographical travel location. Employees can only claim 75% of the destination city's per diem, including incidental Expenses on the day of departure, and on the day of return. Employees cannot be reimbursed for meals provided at a conference if the meals are a part of the registration fee. The State of Colorado's Maximum Allowable Meal **Per Diem Rates** represent the University's Maximum Meal Reimbursement amount: refer to http://www.gsa.gov/mie

**Meal Receipt Threshold**

* The Standard allowance of the destination city being traveled to is the Maximum Reimbursement Amount.

**Meals during Single-Day Trip**

* If travel is wholly within a single day: Breakfast is reimbursable if business requires that traveler leave home before 5:00 a.m. **Lunch is never reimbursable.** Dinner is reimbursable if business requires that traveler return home after 8:00 p.m. Per State Controller and/or IRS regulations, breakfast/dinner reimbursements for single-day trips are reported as income.

**Mileage-Personal Vehicle**

* Reimbursable, using State rates, when in travel status: [https://www.colorado.gov/pacific/osc/travel-fiscal-rule](http://www.colorado.gov/dpa/dfp/sco/FiscalRules/mileage.htm). If road conditions **require** four-wheel-drive vehicle, must get Presidential authorization. To help travelers calculate miles driven, see [www.mapquest.com](http://www.mapquest.com/).

**Mileage vs. Airfare-Required**

* Traveler will be reimbursed for actual trip cost (mileage, lodging, meals up to Maximum Meal Reimbursement amount) if vehicle travel is required due to nature of trip or items which must be transported, or because multiple travelers make vehicle travel the lowest cost.

**Mileage vs. Airfare-Traveler’s Option**

* Traveler will be reimbursed for driving cost (mileage, lodging, meals up to Maximum Meal Reimbursement amount) up to actual total flight cost (transportation to/from Colo. Springs Airport/DIA, airfare, destination ground transportation). Calculation of airfare cost is based on lowest obtainable 14-day advance restricted fare. Traveler must declare annual leave for any additional days required as a result of alternative travel.

**Nested Tickets**

* Two or more scheduled trips made without returning to traveler’s home base. Reimbursable if total cost of nested tickets is less than total of individual round-trip tickets. Must be purchased through our approved travel agency. Only one TA needed.

**No Cost to the State**

* Regardless of who is paying for the trip, traveler must have a TA if out-of-state/international travel or travel by airline/other common carrier is involved. Traveler must reimburse CSU Pueblo for any travel-related expenses incurred by CSU-Pueblo and ultimately paid by another entity.

**Non-Employee Meals, Lodging, Travel**

* Governed by same rules that apply to employee travel-related expenses. (Exception: Non-employees cannot receive advances.) Sponsoring department is encouraged to take advantage of State contract airfares and work with approved travel agencies, however, non-employees can make their own travel arrangements. TA required for non-employees only if department purchases airline ticket directly.

**Out-of-State Travel**

* Travel other than in Colorado and that is within the 50 United States, including District of Columbia. Approval from department always required.

**Parking**

* Reimbursable when it is a necessary part of the trip, e.g., parking at traveler’s destination, parking at Colorado Springs Airport/DIA.

**Per Diem (Meals)**

* See Maximum Meal Reimbursement. See [https://www.colorado.gov/pacific/osc/travel-fiscal-rule](http://www.colorado.gov/dpa/dfp/sco/FiscalRules/FR_Travel.htm)

**Personal Expenses**

* Expenses incurred for traveler’s benefit – e.g., magazines, dry cleaning, laundry, athletic club fees, movie rentals, other entertainment – are not reimbursable.

**Personal Travel combined with Business Travel**

Only business-related cost of travel will be reimbursed.

**POP (Proof of Payment)**

To be reimbursed for an expense, traveler must provide both evidence of the expenditure (original itemized receipt documenting nature/cost of item) and proof of payment (demonstrating that he/she personally covered that expense). If receipt does not indicate that bill was paid (by cash, check, credit card) and balance is zero, traveler must provide **additional** documentation to that effect (e.g., credit card slip).

**Procurement Card (P-Card)**

University MasterCard. Not used for travel. (Exception: Should be used for conference/event registration, if accepted by vendor.)

**Propriety of Expense Rule**

Travel paid by CSU Pueblo, regardless of funding source, shall be for the benefit of the State and completed using the most economical means available which will satisfactorily accomplish the State’s business. Traveler requests reimbursement – and Approving Authority approves payment – only for those expenses incurred for the benefit of CSU Pueblo.

**Receipts**

Travelers must submit original itemized receipts for all individual charges exceeding $25. (Exceptions: Regardless of dollar amount, original itemized receipts required for all car rental, vehicle gas purchases and for all lodging.)

**Reimbursement**

Eligible expenses incurred while in travel status are reimbursable upon trip completion, according to rules in this Guide. (Exception: If another entity is paying for business travel, traveler must reimburse CSU Pueblo for any travel-related expenses incurred by CSU-Pueblo and ultimately paid by another entity.) See also POP and Receipts.

**Rental Vehicle**

* ONLY Rent from Enterprise/ National, or Hertz is authorized. Must charge to department’s State Travel Card. In all cases, traveler should decline all insurance. Liability insurance provided at no cost to traveler by rental agency when renting with State corporate rates from State contract rental agencies. CDW (Collision Damage Waiver)/comprehensive insurance provided at no cost to traveler by JP Morgan Chase MasterCard when certain terms and conditions are met. (Exceptions: Coverage limited to 31 days. Coverage not provided for off-road operation of vehicle. Coverage not provided for some types of rental vehicles, including some vans. Coverage not provided in Israel, Jamaica, Republic of Ireland, or Northern Ireland.)

Some countries may require traveler to purchase additional rental vehicle insurance; this cost is reimbursable if requirement for insurance is documented. Note: This cost may not be reimbursable if using grant project funds. Traveler should obtain complete insurance information before the trip from the JP Morgan Chase MasterCard Program Administrator.

Original itemized receipts always required for reimbursement of car rental costs and for rental car gas purchases regardless of dollar amount. For IN STATE rentals, no taxes should be charged to you for your rental.

For travel on sponsored/grant project funds, rental vehicle use will be determined by grant policies and may not be allowed.

**Shared Costs-Employees**

* Should not be combined. Each TA should be a record of one traveler’s trip. If two CSU-Pueblo employees in travel status share lodging, each should pay his/her own portion of lodging and submit separate reimbursement requests. If vendor cannot separate cost of shared lodging, one employee should pay total bill and request full reimbursement, indicating whose lodging is included on that bill. Meal reimbursements are always requested separately by each traveler.

**State/University Travel Card**

* See JP Morgan Chase MasterCard. Refers to either a traveler’s state (university) travel card, or a department of the University’s state (university) travel card.

**Student Meals, Lodging, Travel**

* Governed by same rules that apply to employee travel-related expenses and use of TA.

**T-Numbers (T-12345)**

* In Kuali, a unique number assigned to a trip. Can be found on TA document in upper right-hand corner. *Specified as the Organizational Document Number.*

**TA (Travel Authorization Form)**

* TA in Kuali required for the following travel:
* **Employee/student travels out of state; or,**
* **Employee/student will be traveling on an airline or other common carrier (to any destination); or,**
* **Employee needs an advance**
* Travel Authorization (TA) is required for a non-employee only if the department will be purchasing a common carrier ticket directly for that person or they will be receiving any kind of reimbursement from the trip.

**When is a TA not required?**

* All in state travel that is covered by the Blanket Approval form.

**Tax Implications**

* Per State Controller and/or IRS regulations: Completed Travel Reimbursement (TR) and all supporting documentation must be received in Accounts Payable within 60 days of trip end to avoid having reimbursement reported as taxable income. TRs submitted after 90 days are subject to being non-reimbursable.

**Toll Road Charges**

* Reimbursable, only out of state.

**Travel Insurance**

* Not normally reimbursable: depends on actual insurance coverage available from State contract rental agencies and State Travel Card. See also Rental Vehicle.

**TR (Travel Reimbursement)**

* Found in Kuali, is used to request reimbursement for travel-related expenses (meals, lodging, mileage, on-site event registrations, etc.). Accounts Payable must receive Kuali TR/supporting documentation within 60 days of trip end – within 30 days if traveler received an advance. TRs submitted past 90 days are subject to being non-reimbursable.

**Vaccination**

* Reimbursable if needed in order to enter a foreign country. (Exception: May not be reimbursable from a project if traveling on Federal funds.)

**Visa Costs**

* Normally reimbursable. (Exception: May not be reimbursable from a project if traveling on Federal funds.)​​​​