

A&S Instructor Travel Fund

<https://www.colorado.edu/asfacultystaff/awardsincentives/arts-sciences-instructor-travel-fund>

Purpose

The College has established the Instructor Travel Fund to provide travel related financial support for Teaching Professors (Instructors) who are rostered in the College of Arts and Sciences. The college will provide funds to reimburse a department for approved expenditures associated with instructor travel to a conference, event, or training program. The funds are intended to support instructor attended activities that enhance the academic mission of the department and college.

Funds Provided

The program provides up to \$600 for domestic travel or \$800 for international travel. Instructors are eligible for funding for one trip per fiscal year (July 1 – June 30). This program will reimburse a department for approved travel expenses. The program does not provide payments or reimbursements to individuals. If expenses exceed the amount covered by the Instructor Travel Fund, the department will contribute up to \$600 towards your travel reimbursement. Reimbursement will occur once trip is complete.

ALC Teaching Faculty Travel Procedures

Before you go

- A. Seek Travel Approval:**
 - a. **DOMESTIC** – Email the Chair and copy the Program Manager for travel approval. Please include the following information in your email:
 - i. Travel start and end dates
 - ii. Destination city
 - iii. Justification for the travel (include name of conference and if presenting, etc.)
 - b. **INTERNATIONAL** – Submit a [Concur Request](#) for travel pre-approval.
- B. Book Airfare:** Once travel is approved, you can proceed with booking. Contact the Program Manager for the speedtype to use for booking. You have two options for booking domestic and international travel:
 - a. [Concur Travel & Expense System](#) – book airfare directly using speedtype
 - b. [Christopherson Business Travel](#) –email cutravel@cbtravel.com or call 303-694-8744 (\$20 service fee).
- C. Conference Registration:** Use your personal credit card to pay for conference registration and request reimbursement after the trip.
- D. Lodging:** Reserve hotels with your personal credit card and request reimbursement after the trip.

During your trip

- A. Travel related expenses:** Use your personal card for all travel related expenses, including lodging, parking, and ground transportation.

- a. Do not tip more than 20% on any services including Uber/Lyft rides. You will be responsible for any amount over 20%.
- b. Save receipts for all charges as they must be submitted *electronically* to the Program Manager upon return.
- B. Meals:** Pay for meals with personal funds and request full or partial per diem when you return to avoid keeping itemized meal receipts during travel.
 - a. Per diem rates can be found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- C. Personal Expenses:** Pay for personal expenses with personal funds.

When you return

- A. Submit Receipts:** All itemized receipts for travel expenses (with the exception of food) must be submitted electronically to the Program Manager within 30 days of return from travel.
- B. Request Reimbursement:** Request reimbursement for per diem and travel expenses.
- C. Expense Report:** You will be required to submit the report in Concur once it's prepared. You will receive an email notification from the FSC Accounting Technician.

Internet Airfare Purchase: Reimbursement for internet airfare with personal card (instead of Concur or Christopherson) is only allowable under the following conditions:

1. The fare is not available for purchase through Concur. OR
2. There is significant cost savings demonstrated to the University. Comparison quote must be obtained prior to the date of internet airfare purchase. Must be the exact same itinerary (same exact dates, times, routes, and airline). Must be at least \$50 less for domestic and \$200 less for international flights than the cost in Concur.

Exceptions must be approved prior to purchase by emailing an exception request to psctravel@cu.edu.

****Please reach out to the Program Manager prior to making any internet airfare purchase.****