

ALC 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. If you are unsure of which speedtype to use, contact the Program Manager. 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 procurement card or travel card to pay for conference registration. Do not use your procurement card for any other services related to travel.
- D. Lodging:** Reserve hotels either through the Concur system or with your travel card.

During your trip

- A. Travel related expenses:** Use your travel card for all travel related expenses (except meals, see B below). Travel expenses may include lodging, parking, car rental, 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 all receipts for charges on the travel card 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 expenses on the travel card 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 not charged to travel card.
- 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.

Personal Combined with Business Travel: <https://www.cu.edu/psc/personal-travel-combined-business-travel> Reach out to the Program Manager prior to booking any business travel that will be combined with personal travel.