

ATLAS Travel

Are you a PhD student?

Domestic Travel:

1. You need to make Sharon Powers, Randi Viola and Sara Preston travel arrangers and expense delegates in Concur (separate hand out).
2. You are a CU employee and must book your flights with CBT. You can do this through
 - a. Concur
 - b. Email
 - c. Phone
3. Hotel and rental car can be booked through Concur, put on student's CU Travel Card (if you have one) or on your personal credit card for reimbursements.
 - a. FYI - Airbnb is allowed.
 - b. If you are sharing the lodging expense with others please come and talk to Sharon, Randi or Sara about how best to arrange that.
 - c. If you are using a Travel card - no other employee's expenses can be placed on this card.
4. Meals can be put on the CU Travel Card or on your personal credit card. Important notes:
 - a. The amount allowed in meals each day is set by the Federal GSA guidelines <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 - b. ATLAS does not cover flat per diems, we require itemized receipts and cc slips for each meal.
 - i. Itemized means we can see what you ate.
 - ii. NO ALCOHOL can be reimbursed or put on the CU Travel Card.
 - iii. No group meals are allowed - please pay for your meal separately.
 - iv. No tipping over 20%. CU will require a personal reimbursement for amounts over 20%
 - v. If you are using a Travel card - no other employee's expenses can be place on this card.
 - vi. Please know that the GSA Per Diem is broken down per meal. If you are at a conference and breakfast and lunch are provided you are only allowed the dinner per diem amount for that day. In other words, you cannot save your entire day's worth of per diem for one very expensive meal.

5. Upon return please email your receipts to Sharon Powers. She will create a Concur report for you to submit once complete.
 - a. Please provide a business purpose if the expense is something other than meal, transportation, or lodging.
 - b. We need a receipt for EVERY expense.
 - c. A list of allowable expenses can be found here:
<https://www.cu.edu/psc-procedural-statement-travel>

International Travel

1. You need to make Sharon Powers, Randi Viola and Sara Preston travel arrangers and expense delegates in Concur (separate hand out).
2. Prior to booking your travel you must submit a 'Request' in Concur for international travel.
 - a. Estimated trip total should include hotel, air, car, and meals
 - b. The segments tab needs to be completed with any layover cities.
3. You are a CU employee and must book your flights with CBT. International flights cannot be booked through Concur. You must use either:
 - d. Email
 - e. Phone
4. Please first secure a quote from CBT for the flight. Then search the internet for a similar flight. If you have a quote from CBT, but the internet is cheaper, and you are OK with being OUT OF POCKET until you return from your trip - you can book the cheaper flight on your personal credit card. You can NEVER use your CU Travel Card to cover flights.
 - a. If your trip is Grant funded you must fly with adhere to the Fly America Act for your carrier:
 - i. <https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act>
5. Hotel and rental car can be booked through Concur, put on student's CU Travel Card (if you have one) or on your personal credit card for reimbursements.
 - a. FYI - Airbnb is allowed.
 - b. If you are sharing the lodging expense with others please come and talk to Sharon, Randi or Sara about how best to arrange that.
 - c. If you are using a Travel card - no other employee's expenses can be place on this card.
6. Meals can be put on the CU Travel Card or on your personal credit card. Important notes:

- a. The amount allowed in meals each day is set by the Federal GSA guidelines
<https://www.gsa.gov/travel/plan-book/per-diem-rates>
- b. ATLAS does not cover flat per diems, we require itemized receipts for each meal
 - i. Itemized means we can see what you ate
 - ii. NO ALCOHOL can be reimbursed or put on the CU Travel Card
 - iii. No group meals are allowed - please pay for your meal separately
 - iv. No tipping over 20%. CU will require a personal reimbursement for amounts over 20%
 - v. If you are using a Travel card - no other employee's expenses can be place on this card.
 - vi. Please know that the GSA Per Diem is broken down per meal. If you are at a conference and breakfast and lunch are provided you are only allowed the dinner per diem amount for that day. In other words, you cannot save your entire day's worth of per diem for one very expensive meal.
- 7. Upon return please email your receipts to Sharon Powers. She will create a Concur report for you to submit once complete.
 - a. Please provide a business purpose if the expense is something other than meal, transportation, or lodging.
 - b. We need a receipt for EVERY expense.
 - c. A list of allowable expenses can be found here: <https://www.cu.edu/psc-procedural-statement-travel>

Are you a Masters student?

- 1. You are not automatically employees so we always ask in advance for you to check.
 - a. If you are, they must use CBT for their flight – see above
 - b. If you are NOT, you can either
 - i. Use CBT if you do not want to be out of pocket
 - ii. Or use a personal credit card
- 2. All other domestic and international rules apply.
 - a. Typically these expenses go on your personal credit card unless you have a CU Travel Card.
 - b. A Concur report will be processed but you will not need to make us delegates. We will need your mailed address for the check.

Travel Awards to know and apply for:

ATLAS: <http://atlas.colorado.edu/atlas-phd-student-travel-fund/>

Engineering

https://www.colorado.edu/engineering-facultystaff/sites/default/files/attached-files/deans_matching_grant_for_student_travel.pdf

Grad School

https://www.colorado.edu/graduateschool/awards#Grad_Travel_Grant

ATLAS Purchasing

A few hard purchasing rules to know:

1. If you are using a Procurement Card (Pcard) you cannot have sales tax with the purchase. No exceptions. If you are using your personal credit card, sales tax is allowed.
 - a. FYI - Amazon allows for a business account to waive sales tax if you are going to be ordering for labs, etc.
 - b. You can't subscribe to a new Amazon Prime with your Pcard.
2. Itemized receipts are always required, in addition to the credit card slip showing the tip amount.
3. Tipping over 20% is not allowed. CU will require a personal reimbursement for any overage.
4. If your non travel official function meal has fewer than 10 attendees we need the first name, last name, and title (PhD student, faculty, etc.) for each person fed. Over 10 needs titles only (i.e. 5 PhD students, 2 faculty, etc.)
5. Office supplies (paper, pens, ink, anything that is not reusable) must be purchased through the CU Marketplace. Please see the front desk for Marketplace orders.
6. Internet airfare is not allowed unless a quote from CBT is acquired first (please see above)
7. You cannot use a Pcard at Costco or Sam's club (or any other 'membership' type of store). Personal cards are allowed.
8. You cannot buy gift cards without prior approval from the Controllers office. If you need gift cards please see Randi or Sara for further instructions.
9. Please send Sharon reimbursement receipts within 90 days of purchase. After 90 days, the reimbursement become taxable income to you personally.
10. No alcohol can be purchased. If you need alcohol please go through Sharon.