

Faculty Travel

Domestic Travel:

1. We ask faculty to make all of their own travel arrangements. This includes airfare, hotel, shuttle, etc.
2. Upon return, we ask for a scanned (pdf please) and emailed copy of all receipts.
3. You need to make Sharon Powers, Randi Viola and Sara Preston travel arrangers **and** expense delegates in Concur (see pdf attachment).
4. You are a CU employee and must book your flights with Christopherson Business Travel (CBT). You can do this through
 - a. Concur (no charge)
 - b. Email (\$20 charge)
 - c. Phone (\$20 charge)
5. Hotel and rental car can be booked through Concur, put on your 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. You will need separate folios when you check out.
 - c. If you are using a Travel Card - no other employee's expenses can be placed 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 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.
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>

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 fare 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 FOR SIMILAR FLIGHTS WITHIN 1 HOUR PLUS OR MINUS, 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. You will need to send Sharon your fare quote, along with the internet flight itinerary showing form of payment.
 - 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 your 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. First and last day of travel meals are only reimbursed at 75% of the listed per diem.
7. Upon return please email your receipts to Sharon Powers. She will create a Concur report for you to submit once complete. You will need to select an approver from a list. Please type in Dupre and Jill's name should pop up; select that.
- 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>