



**SPONSORED PROJECTS TRAVEL AUTHORIZATION FORM**

**Instructions on next page**

APS #4024, "*Travel Authorization*," states that Department approval is required for all travelers; auditors expect that approval to be documented. Information in this form provides appropriate documentation for approving travel charged to Fund 30/31 Projects.

|                         |                      |                           |                      |
|-------------------------|----------------------|---------------------------|----------------------|
| Traveler's Name:        | <input type="text"/> | Traveler Email address:   | <input type="text"/> |
| Traveler's Employee ID: | <input type="text"/> | Department Name:          | <input type="text"/> |
| Beginning Travel Date:  | <input type="text"/> | End Travel Date:          | <input type="text"/> |
| Project Number:         | <input type="text"/> | Destination(s):           | <input type="text"/> |
| Speedtype 1:            | <input type="text"/> | Total Estimated Cost: ST1 | <input type="text"/> |
| Speedtype 2:            | <input type="text"/> | Total Estimated Cost: ST2 | <input type="text"/> |

**NOTE: Any travel costs found to be unallowable shall be removed from the project's financials.**

|  |                              |                             |  |
|--|------------------------------|-----------------------------|--|
| Is there a sponsor-approved travel budget? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | (If "NO", is travel allowable on the project?) |
|--|------------------------------|-----------------------------|--|

Does sponsor require pre-approval for:  International  
 \*\*Sponsor Pre-Approval required 30-60 days prior to travel\*\*  Domestic

1) If sponsor pre-approval is required, send this form to OCG's Travel Administrator [Ted.Job@colorado.edu]  
 2) Export controls for international locations may apply. Contact Office of Research Integrity [Linda.Morris@colorado.edu]  
 3) Contact the Office of International Education when students are traveling overseas

**TRAVEL JUSTIFICATION. Include the following:**  
 1) Reason for trip; 2) How this supports the objective of the sponsored project;  
 3) (if applicable) Conference name (no acronyms), conference date, title of paper presented

**SIGNATURES:**

I certify that this travel is for the benefit of the University and is beneficial to the project contract or grant that is being charged. I agree to abide by all University Travel Policies and Fiscal Rules. If funds are advanced to me, I hereby appoint and constitute the campus controller or delegate as my attorney-in-fact for the purpose of receiving all funds due me and reimbursing the University of Colorado therefrom and may demand and receive any monies or credits payable to me from the University to the extent necessary to accomplish said reimbursement.

I am aware that if my travel record is not cleared within 60 days after the end date of my travel, IRS regulations require that these monies be reported as income to me. Therefore, my record will be forwarded to the University Payroll and Benefit Services office for inclusion in my IRS reportable income.

\_\_\_\_\_  
TRAVELER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPT APPROVAL

\_\_\_\_\_  
DATE

## **Instructions for Completing the Sponsored Projects Travel Authorization Form**

### **The following information is required:**

#### Name and Employee ID# of the traveler:

- The person traveling should be directly related to the project.
- If the traveler is not a University employee, identify as "non-employee" or "student" in employee ID field.

#### Dates of travel:

- The travel must occur within the project's period of performance.

#### Destination:

- Is the destination domestic or foreign?
- If the airline requires a passport for the trip, it is considered foreign.
- Is there sufficient documentation in the award to support international travel, i.e. approved budget and/or does the budget justification contain detailed information?
- Does travel require specific pre-approval from the sponsor? Check award terms and conditions.

#### Project number and speedtype:

- Is the proposed cost budgeted?
- Can travel be charged to the project if there isn't a travel budget? Check award terms and conditions.
- Are there sufficient funds to cover the expense?

#### Purpose for the trip:

- How does the trip directly support the project's Scope of Work?
- Provide detailed justification. Simply stating "To do research" is not sufficient.
- If the purpose is to present a paper at a conference, provide the name of the paper and retain a copy of the conference agenda for your records.
- If the cost is allocated to more than one project, justify support for each project.

#### Signatures:

- Traveler and approver must sign and date the form. Electronic signatures are acceptable.

### **Additional considerations:**

#### Class of travel:

- Is the travel in economy class and/or otherwise in accordance with federal and University regulations?
- First class is not permitted according to federal regulations.
- Travel should be at the lowest convenient fare

#### Airline:

- Is the choice of Carrier in accordance with the Fly America Act?

#### Ground Transportation:

- Car rentals and other ground transportation should be at the lowest convenient fare
- Any exceptions should be explained and justified

#### Export requirements:

- Are there any specific restrictions associated with the destination country?
- If the trip is out of the United States, including Canada and Mexico, will any controlled technology be transported out of the country?

#### Proposed travel:

- If specific details of possible travel are unknown at time of proposal submission, provide at least the purpose of the trip(s) and possible location(s) in order to have that in the budget. For example:
  - *"There are many important meetings and workshops on XXXXXX methods held each year. Many of them are in Europe. In order to stay current in the field, the two PIs will attend one national and one international meeting each year."*

Once completed and signed, the electronic form or a printed copy stored with other project records must be retained for the required time period after the project has been closed, in accordance with the CU-Boulder Retention Schedule found in APS #2006, [Retention of University Records](#).