

CMCI Travel Procedures



BEFORE Travel commences:

1. Submit a Travel Request:
 - [International Travel](#): Requests must be submitted and approved in Concur. This is mandatory, as you will receive an approval code necessary to proceed with the airfare reservation.
 - Approval must be attached to all international expense reconciliations to be submitted.
 - [Domestic Travel](#): Approval requirements depend on the department. Requests can be submitted via email to your supervisor or Concur (preferred). The request should include the business purpose of the trip, destination, dates, estimated budget, and funding source). Approval emails should be forwarded to cmcifinance@colorado.edu.
2. Book your Airfare:
 - As an employee, you must book your flights through the [Concur Travel & Expense System \(Concur\)](#) or a [Christopherson Business Travel \(CBT\)](#) travel agent.
 - NOTE: There is a \$20 agent fee when booking through CBT.

 - Exceptions - you may only book airfare outside of the Concur/CBT if:
 - The airfare is not available for purchase through the University Travel Program. Limitations could be related to international in-country travel, remote travel, etc.
OR
 - Significant cost savings are demonstrated to the University.
 - [Click here for more details.](#)
 - ***If you purchase airfare outside of Concur/CBT and cannot demonstrate one of the above exceptions, you will not be reimbursed.***

University Travel Card:

Having a University Travel Card is optional but recommended if you travel more than once a year. The Travel Card covers most travel-related expenses. The Travel Card is a tax-exempt corporate liability card.

Process for obtaining a Travel Card:

- Complete these CU-required travel card holder training in SkillSoft (accessible from the Training tab in MyCUinfo):
 - Travel and Travel Card Training
 - Fiscal Code of Ethics
- Contact cmcifinance@colorado.edu to request a card.

Travel Cards arrive 6-10 business days after the application is approved.

DURING Travel:

- Keep all necessary receipts (purchases over \$25 and all transactions related to official functions), regardless of whether you use your personal card or a University Travel Card.
- Receipts should be itemized and legible.
- Upload receipts to Concur:
 - Log on to Profile > Expense > Scroll down > Upload new receipt OR
 - Install the Concur App for smartphones and capture receipts with your camera OR
 - Email receipts directly to us at cmCIFinance@colorado.edu

AFTER you return:

- Complete a [Travel Reconciliation Form](#) within 30 days of the last day of travel (delayed reimbursement may be reported as income and will be taxed).
- Ensure that all necessary receipts are uploaded in Concur.
- Once notified via email that the report is ready, review and submit it in Concur for approval.

Additional Resources:

[PSC's Travel Knowledge Base](#) is full of additional information.

[Booking University Travel for Employees](#)

[Per Diem Rates](#)

[Mileage Rates](#)

[Travel Card Handbook](#)

Questions? Contact us anytime at cmCIFinance@colorado.edu