

# **CMDI Travel Guide**

### Quick reference for travel:

- 1. Submit a travel request in Concur (for all trips domestic and international)
- 2. Book your travel arrangements (transportation, lodging, conference registration, etc)
- 3. Upload all receipts to Concur for expenses in travel status
- 4. Within 30 days of the end of your trip, complete the CMDI Travel Form
- 5. Submit the travel reconciliation report in Concur when notified by CMDI Finance to do so, and you are good to go!

Now that you know the basics of traveling on University business, let's examine each step in detail.

# Completing a Travel Request in Concur

The first step for any travel at CU is obtaining approval by submitting a request in Concur. Department chairs approve travel requests for faculty and department administrative staff. Anyone who does not report to a department chair must obtain approval from their supervisor.

When preparing your request in Concur:

- The title of the request should be: "[Name of Event] [Travel Dates]". For example, if you are requesting a trip to attend the National Communication Association Conference, your trip might be titled, "NCA Conf 11/11-14."
- In the **Submit Requests section**, select **HR Supervisor**. This should allow you to submit the request to the individual to the department chair or your supervisor.
- In the comments section, please include 1-2 complete sentences about the trip and how
  it will benefit/contribute to your position and/or the University. This helps approvers at the
  CU system-level offices maintain accountability for University funds and approve
  reconciliation reports.
- Please add the expected expenses using your best estimate. You only need to add
  expenses that you would like the University to cover. This amount can be modified later,
  but it helps the Finance team if your requested amounts are close to the actuals.
- Notify your department chair or supervisor that you have sent them a travel request.

For detailed instructions on creating a new travel request in Concur, please visit the <u>PCS's Knowledge Database on the subject.</u> If you have questions or would like help filling out a travel request, please get in touch with <u>CMDIFinance@colorado.edu</u>. We are happy to schedule a quick Zoom meeting to help.



# Book your Airfare

As an employee or grad student, you must book your flights through the <u>Concur Travel & Expense System (Concur)</u> or a Christopherson Business Travel (CBT) travel agent.

Note: If you will be traveling with a non-employee companion, such as a spouse or child, please use Christopherson Business Travel. When you book the flight, you can pay for your non-employee companion with a personal card and indicate the speedtype you wish your flight to be charged to separately.

Exceptions - you may only book airfare outside of the Concur/CBT if:

- The airfare is not available for purchase through the University Travel Program. (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.



Lodging is allowable to the extent of the actual cost of reasonable accommodations. You can book lodging through Concur or another method that you prefer.

AirBnB (and similar) – permissible for one-bedroom accommodations, or multiple bedrooms shared by other CU colleagues. If the property you rent has more than one bedroom, you will need to provide a quote for a comparable hotel in the area for the same time frame to prove that AirBnB was not more expensive.

For conferences in Colorado, overnight lodging can be approved and reimbursed if the event is more than 50 miles from the employee's home. For conferences in Denver, lodging is permissible if you can provide clear explanation as to the circumstances that made it more economical to stay close to the conference (early/late meetings).

Note – Lodging in Colorado should be tax-exempt. You can provide the <u>University's Certificate</u> of <u>Tax Exemption</u> at the time when you book or when you check in. This does not apply to bookings through third-party sites such as Expedia or Priceline.

For a list of CU's preferred local hotels, please see: <a href="https://www.cu.edu/psc/travel/preferred-hotel-program">https://www.cu.edu/psc/travel/preferred-hotel-program</a>

Please see examples of acceptable receipts below.



# Rental Cars

If you will be using a rental car during your travel, University policy requires you to make your reservation through Concur. This ensures you get the University's rate and insurance on the vehicle.

Click here to access the University's discount codes.

# During Travel - Collect Receipts

You are required to submit receipts for all expenses except personal meals, regardless of whether you use your personal card or a University Travel Card.

Receipts should be itemized and legible. Hotel receipts must be a folio itemizing the nightly rate(s) and taxes, as well as proof of payment. Examples of acceptable receipts are provided below.

There are a couple of options for uploading your receipts to Concur:



- Install Concur Mobile for smartphones and capture receipts with your phone's camera
- Log on to your Concur Profile, Expense Tab, and scroll down to "Upload new receipt"
  - https://pschelp.cu.edu/s/article/Concur-Expense-Attaching-Documents-Usingthe-Available-Receipts-Section
- <u>Set up email receipts in Concur</u> so you can forward digital receipts for automatic upload If you have trouble, you can email receipts directly to us at <a href="mailto:CMDIFinance@colorado.edu">CMDIFinance@colorado.edu</a>

Before you throw away a physical receipt, make sure that it has been successfully uploaded to Concur.

# Per Diem

If you are requesting per diem for personal meals during travel, Concur will automatically calculate the allowable amount when we prepare your travel reconciliation report. If you would like to know what that amount will be, you can request an estimate from CMDI Finance before the trip.

No receipts are necessary to obtain per diem.

The University calculates per diem based on the rates established by the GSA. First and last days of the trip are calculated at 75% of the daily rate.

# Mileage

If you wish to seek reimbursement for mileage, please provide the starting address and finishing address for each leg of the trip. When we create your travel report, Concur will automatically calculate the miles traveled and eligible reimbursement based on the current rates.

If you have multiple driving segments in one trip, please request a copy of the mileage log from CMDI Finance. This helps us simplify the input process and ensures that we accurately reimburse your travel.



- ⇒ Complete a <u>Travel Reconciliation Form</u> within 30 days of the last day of travel (delayed submission will be reported as income and subject to the Business Substantiation Tax.)
- ⇒ Ensure that all necessary receipts are uploaded in Concur.

The CMDI Finance team will create a travel report for you in Concur. You will receive an email from Concur when your report is ready for you to review. At that point, you may log in and submit the report for approval and reimbursement.

# Additional Resources: PSC's Travel Knowledge Base Booking University Travel for Employees Per Diem Rates Mileage Rates Travel Card Handbook



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 Colorado state tax-exempt corporate liability card. If tax is charged on the travel card by a Colorado-based vendor, you will be asked to seek a refund for the tax before the expense can be reconciled.

## **Process for obtaining a Travel Card:**

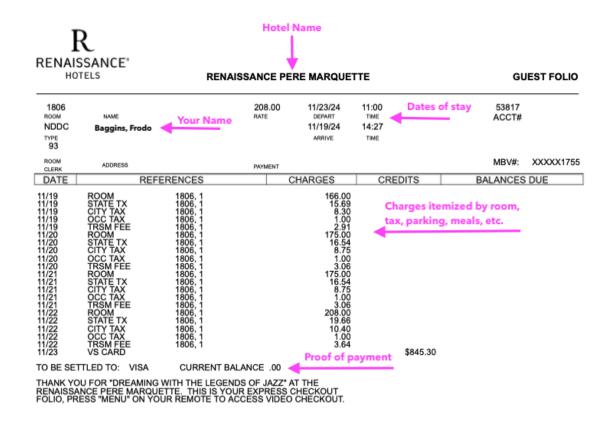
- Complete these CU-required travel card holder training in SkillSoft (accessible from the Training tab in MyCUinfo):
  - Travel and Travel Card Training
  - Fiscal Code of Ethics
- Contact <a href="mailto:CMDIFinance@colorado.edu">CMDIFinance@colorado.edu</a> to request a card.

All Travel Card transactions must be reconciled within 30 days after the trip concludes. If an employee fails to reconcile travel expenses within 60 days of the end of the travel, their travel card will be suspended. If the expenses are reconciled within 30 days of the suspension date, the card will be reinstated. If the employee has unreconciled travel expenses on their account 90 days after the travel concludes, their travel card will be canceled. In order to obtain a new travel card, the employee must retake the travel card trainings and reconcile all outstanding travel expenses before applying for a new card.

Questions? Contact <u>CMDIFinance@colorado.edu</u>			
Sample Receipts (shown below)			
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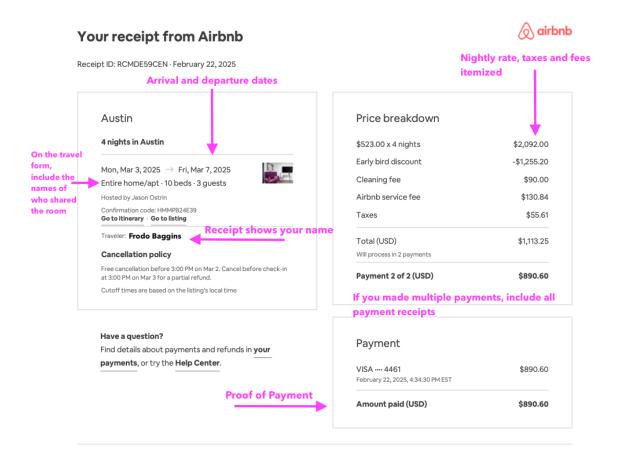


# Lodging Receipts:



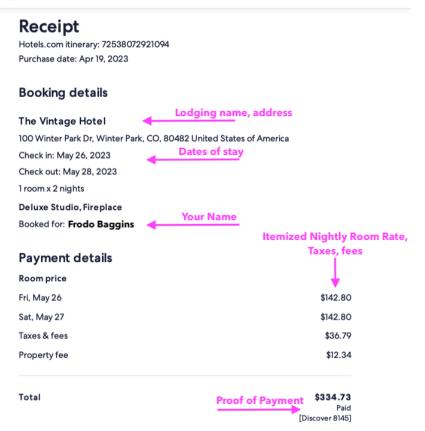
See our "Privacy & Cookie Statement" on Marriott.com







# Hotels.com





# Conference Registration Receipt:



F	Paym	nents/Adjustments	Proof of Payment,	Date of Purchas
	Qty	Description	Price	Totals
	1	Payment via Credit Card (using card xxxxxxxxxxxx1951) Applied to invoice on 5/6/2025 10:02:45 PM	(\$478.00)	(\$478.00)
	Total Payments/Adjustments			(\$478.00)
	Balance Due			\$0.00



# Rideshare / Ground Transportation Receipt:

