



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 [PCS's Knowledge Database on the subject](#). If you have questions or would like help filling out a travel request, please get in touch with CMDIFinance@colorado.edu. 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 [Concur Travel & Expense System \(Concur\)](#) 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

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 [University's Certificate of Tax Exemption](#) 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: <https://www.cu.edu/psc/travel/preferred-hotel-program>

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-Using-the-Available-Receipts-Section>
- [Set up email receipts in Concur](#) so you can forward digital receipts for automatic upload

If you have trouble, you can email receipts directly to us at CMDIFinance@colorado.edu

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.



After you return:

- ⇒ Complete a [Travel Reconciliation Form](#) 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](#)

University Travel Card



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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 CMDIFinance@colorado.edu 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 CMDIFinance@colorado.edu

Sample Receipts (shown below)



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Lodging Receipts:

RENAISSANCE[®] HOTELS

RENAISSANCE PERE MARQUETTE

GUEST FOLIO

1806 ROOM NAME 208.00 RATE 11/23/24 DEPART 11:00 TIME 53817 ACCT#
NDDC **Baggins, Frodo** 11/19/24 ARRIVE 14:27 TIME
TYPE 93
ROOM CLERK ADDRESS PAYMENT MBV#: XXXXX1755

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
11/19	ROOM	1806, 1	166.00	
11/19	STATE TX	1806, 1	15.69	
11/19	CITY TAX	1806, 1	8.30	
11/19	OCC TAX	1806, 1	1.00	
11/19	TRSM FEE	1806, 1	2.91	
11/20	ROOM	1806, 1	175.00	
11/20	STATE TX	1806, 1	16.54	
11/20	CITY TAX	1806, 1	8.75	
11/20	OCC TAX	1806, 1	1.00	
11/20	TRSM FEE	1806, 1	3.06	
11/21	ROOM	1806, 1	175.00	
11/21	STATE TX	1806, 1	16.54	
11/21	CITY TAX	1806, 1	8.75	
11/21	OCC TAX	1806, 1	1.00	
11/21	TRSM FEE	1806, 1	3.06	
11/22	ROOM	1806, 1	208.00	
11/22	STATE TX	1806, 1	19.66	
11/22	CITY TAX	1806, 1	10.40	
11/22	OCC TAX	1806, 1	1.00	
11/22	TRSM FEE	1806, 1	3.64	
11/23	VS CARD			\$845.30

TO BE SETTLED TO: VISA CURRENT BALANCE .00

THANK YOU FOR "DREAMING WITH THE LEGENDS OF JAZZ" AT THE RENAISSANCE PERE MARQUETTE. THIS IS YOUR EXPRESS CHECKOUT FOLIO, PRESS "MENU" ON YOUR REMOTE TO ACCESS VIDEO CHECKOUT.

See our "Privacy & Cookie Statement" on [Marriott.com](https://www.marriott.com)



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Your receipt from Airbnb

Receipt ID: RCMDE59CEN · February 22, 2025



Nightly rate, taxes and fees
itemized

Arrival and departure dates

On the travel
form,
include the
names of
who shared
the room

Austin

4 nights in Austin

Mon, Mar 3, 2025 → Fri, Mar 7, 2025

Entire home/apt · 10 beds · 3 guests

Hosted by Jason Ostrin

Confirmation code: HMMPB24E39
[Go to itinerary](#) · [Go to listing](#)

Traveler: **Frodo Baggins**

Cancellation policy

Free cancellation before 3:00 PM on Mar 2. Cancel before check-in at 3:00 PM on Mar 3 for a partial refund.

Cutoff times are based on the listing's local time

Receipt shows your name

Price breakdown	
\$523.00 x 4 nights	\$2,092.00
Early bird discount	-\$1,255.20
Cleaning fee	\$90.00
Airbnb service fee	\$130.84
Taxes	\$55.61
Total (USD)	\$1,113.25
Will process in 2 payments	
Payment 2 of 2 (USD)	\$890.60

If you made multiple payments, include all
payment receipts

Have a question?
Find details about payments and refunds in [your payments](#), or try the [Help Center](#).

Proof of Payment

Payment	
VISA **** 4461	\$890.60
February 22, 2025, 4:34:30 PM EST	
Amount paid (USD)	\$890.60



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Receipt

Hotels.com itinerary: 72538072921094

Purchase date: Apr 19, 2023

Booking details

The Vintage Hotel

← Lodging name, address

100 Winter Park Dr, Winter Park, CO, 80482 United States of America

Check in: May 26, 2023

← Dates of stay

Check out: May 28, 2023

1 room x 2 nights

Deluxe Studio, Fireplace

Booked for: Frodo Baggins

← Your Name

Itemized Nightly Room Rate,
Taxes, fees

Payment details

Room price

Fri, May 26

\$142.80

Sat, May 27

\$142.80

Taxes & fees

\$36.79

Property fee

\$12.34

Total

Proof of Payment →

\$334.73

Paid

[Discover 8145]



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Conference Registration Receipt:

**International Communication
Association**
1500 21st Street NW
Washington, DC 20036 USA
Attn: Member Services Dept
202-955-1444

Name of Conference/
Association

Invoice

Date	Reference #
5/6/2025	200082647

Bill To
Frodo Baggins 1511 University Ave Armory Building 478 UCB Boulder, CO 80309 United States

Your Name

Ship To
Frodo Baggins 1511 University Ave Armory Building 478 UCB Boulder, CO 80309 United States

PAID

Itemized Conference Charges

PO Number	Terms	Due Date
	Due on receipt	5/6/2025

Qty	Description	Price	Totals
1	Tier A 75th Annual ICA Conference Registration - Frodo Baggins	\$478.00	\$478.00
Sub-Total			\$478.00
Total			\$478.00

Payments/Adjustments

Proof of Payment, Date of Purchase

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



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Rideshare / Ground Transportation Receipt:

Uber

Date of the Trip → June 18, 2025

Thanks for tipping, Frodo

Here's your updated Wednesday afternoon ride receipt.

Total

Total Charge → \$116.11

Trip fare

\$71.04

Subtotal

\$71.04

E 470 Toll Plaza D

\$2.90

Driver Support Organization Fee

\$0.07

Northwest Parkway Toll Mainline

\$7.10

Colorado Prearranged Ride Regulatory Fee

\$0.32

Tip

\$19.35

E 470 Toll Plaza E

\$2.90

Denver International Airport Pickup/Drop-off Fee

\$3.29

Booking Fee

\$9.14

Itemized charges showing tip, etc →

Payments

Uber

Uber Cash

6/18/25 4:18 PM

Payment Method ←

\$96.76

Uber

Uber Cash

6/18/25 4:33 PM

\$19.35

[Visit the trip page](#) for more information, including invoices (where available)

You rode with Timothy

Wait & Save 45.63 miles | 55 min

3:22 PM | 1510 Norwood Ave, Boulder, CO 80304-1214, US

4:18 PM | Main Terminal, Denver International Airport (DEN), Denver, CO 80249, US

Starting and ending addresses ←

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.