**ENVS Procurement & Travel Quick Reference**

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| **Procurement Card** | **Travel Card** | **Ghost/Airfare Card** | **Personal Card or Cash** |
| * Invoices (under 5k) * Field supplies * Official functions (group meals for work meetings) * Conference registration * Non-employee parking * Non-employee shuttle transportation | * Lodging * Baggage fees * Ground transportation * Parking * Car rental * Rental car gas * Official functions (group meals for work meetings while in travel status) | * Flights purchased through Concur/Christopherson Business Travel (CBT) - CBT charges $20 fee for booking airfare, but there is no fee for booking through Concur | * Individual meals while in travel status - reimbursed based on flat per diem rates * Flights purchased through the internet (only permitted as specified below) |

Reminders:

* The Procurement Service Center (PSC) sets policy on when a Procurement Card, Travel Card, Ghost/Airfare Card or personal credit card or cash should be used to pay for goods and services; failure to comply with PSC rules can result in suspension or cancellation of Procurement and Travel Cards and denial of reimbursement requests
* In-state charges should never be taxed; ask your cashier to omit tax, as this doesn’t occur automatically
* Tips on meals, ground transportation, etc. shouldn’t exceed 20%; reimbursement is not permitted on excess amounts
* A Concur travel authorization is required for all trips paid for using CU funds and should be obtained before airfare, hotel or other travel arrangements are booked
* For external grant funded travel (not gift funded, and not internal grant funded, ie. CARTTS, ASFE, Bev SEARS, etc.), in addition to a Concur travel authorization, ENVS requires completion of the [Travel Authorization Form | Department of Environmental Studies | University of Colorado Boulder](https://www.colorado.edu/envs/travel-authorization-form-0)
* A comparison quote from Christopherson Business Travel (CBT) is required if purchasing internet airfare; internet airfare must be substantially lower than CBT quote - see [Internet Airfare | University of Colorado (cu.edu)](https://www.cu.edu/psc/internet-airfare) for more information
* Itemized receipts are required to reimburse/reconcile all charges except individual meals while in travel status (these are reimbursed based on flat per diem rates)
* A business purpose for each charge must be supplied explaining how it benefits the department, project or program when reconciliation/reimbursement is requested
* Speedtype(s) should be checked for sufficient available funds before travel arrangements are made and before reconciliation/reimbursement is requested
* Reconciliation/reimbursement requests should be submitted to Kylie Cook, Financial Service Center (FSC) Tech via FSC forms

Links to FSC forms:

* [Procurement Card Purchase Receipt Form](https://www.colorado.edu/asfacultystaff/content/fsc-procurement-card-purchase-receipt-form)
* [Travel Reconciliation Form](https://www.colorado.edu/asfacultystaff/node/1731/)

Other Useful Links:

* [Per Diem Rates | GSA](https://www.gsa.gov/travel/plan-book/per-diem-rates)
* [Calculating Reimbursable Mileage and Ground Transportation | University of Colorado](https://www.cu.edu/psc/calculating-reimbursable-mileage-and-ground-transportation)
* [Christopherson Business Travel | University of Colorado (cu.edu)](https://www.cu.edu/psc/travel/christopherson-business-travel)
* [Procurement Card Handbook | University of Colorado](https://www.cu.edu/psc/procurement-card-handbook)
* [PSC Procedural Statement: Travel Card Handbook | University of Colorado (cu.edu)](https://www.cu.edu/psc/policies/travel-card-handbook) Last Revised 01/31/2023