

## **Department of Ethnic Studies (DES)**

### **Travel and Travel Card Policies and Procedures for Faculty/Students/Staff**

#### **Updated August 16, 2018**

All travel expenditures must be justifiable for research or teaching purposes, or to conduct official University or departmental business.

#### **DES Travel Policy:**

If you are a faculty, staff or student traveling for University business, and it is being paid for with University funds, it is University and State Fiscal Policy that you must fill out the DES Travel/Leave Form, which can be found on our website. This includes trips made in the summer if University funds are being used. This form should be submitted to the program assistant, at least 2 weeks in advance of your trip. The form will be sent through DocuSign to get the proper approvals, and a copy kept in department files. This form will be used in reconciling travel expenditures once the trip has been completed. *Trips taken prior to approval cannot be reimbursed. You will not be able to book your flight through Concur without this form being approved.*

If you will be traveling for business related purposes during the academic year, and another entity is paying for your travel, you still must complete the DES Travel Authorization Form, which allows the department to be aware of cancelled classes, or coverage plans for classes during your time of absence. This is also a requirement for the College of Arts and Sciences.

Note: many of the following requirements/policies, are State and University Policy, not set by this department.

#### **Travel and Travel Cards:**

To request a Travel card, email the program assistant and request the application be sent to you. The Process is similar to requesting a Procurement Card, as described above, however, you only need to complete one additional training module, if you have already completed the P-Card training.

#### **Purchasing Airline Tickets:**

Airline tickets must be purchased via Concur, the online travel system. You can log into Concur from the myCUinfo/CU Resources/Concur Travel & Expense System. Airline tickets purchased through the internet on personal cards may not be reimbursed by the University, as they are cracking down on this practice. *Even if you can get it cheaper than through Concur.* However, the one and only exception to this is if you can find the ticket at a cheaper cost on-line, you must first receive an email estimate from Christopherson Travel, which shows their pricing at the time, and the date of the quote. This quote must be submitted with your airline receipt when reconciling your travel expenses, after you return from your trip, in order to be refunded by the University. Reimbursements for tickets purchased in this way can only be processed after the date of travel. Failure to have the quote will result in not being able to be reimbursed.

- a. Use the Concur interface to price, select, and purchase your airline tickets. Doing so this way ensures that it can be expensed directly to a Speedtype and will not require you to purchase out of pocket.
  - b. Concur is **unable** to book international airline travel.
  - c. International airline tickets must be purchased through Christopherson Travel, the link to which can be found at <https://www.cu.edu/psc/christopherson-business-travel>. When booking through Christopherson you will be asked for the speedtype you are charging the ticket to. Christopherson cannot book international travel without the Universities pre-approval. See item #6 below.
  - d. When your ticket is booked an email confirmation is sent to the program assistant. If there is not a pre-approved travel authorization on file and/or if there are not sufficient funds in your speedtype, the tickets may be cancelled by the Program Assistant at that time.
2. Travel cards are for use when on University sponsored business trips only. They can be used for conference registration, lodging, transportation, car rentals, taxis, gas, parking, baggage fees.
  3. Airline tickets **may not** be purchased on either your Travel or P-Cards.
  4. Please do not pay for your meals on your travel card. Meals will be reimbursed to you after your trip is complete through a daily per diem rate. Per Diem rates can be found by going to <http://www.gsa.gov/portal/category/100120>. Per Diem is paid at a percentage on travel days, and full during conference days.
  5. If you are renting a car, you must use a University sponsored provider, which can be found on the Concur website, as well as the PSC Travel website. Please see this website for additional information: <https://www.cu.edu/psc/travel/rent-a-car>.
  6. Most of your travel questions can be answered through the “PSC Procedural statement: Travel” website, <https://www.cu.edu/psc-procedural-statement-travel>. Select the adobe button at the bottom of the page for a downloadable PDF document.
  7. International Travel requires further planning. In addition to filling out the Travel Authorization form, you will be required to get University approval prior to booking your flight. To do this when you sign on to Concur Travel and expense through MyCUinfo/CU Resources/Concur Travel and Expense, in the top bar, you will select “Requests” and then “New Requests”, and fill out the information and submit. Please request the “International Travel Letter”, drafted by University Risk Management, which is available by going to the University main website, and typing in “international travel letter”. This document includes information on travel warnings, international insurance, and travel emergency contact list.

### **Expense Reporting and Reconciliation**

1. To file expense reports for your Travel card, email or bring your receipts to the program assistant, who will get the appropriate information from you to submit your receipts and reconciliations.
2. The program assistant will submit the appropriate form, and attach all appropriate receipts and documents. *If the travel is for attendance of a conference, you will be required to submit your conference registration and agenda when you submit your Travel Reimbursement Request to the Program Assistant.* This agenda is used to calculate your per-diem amount. If you have paid for lodging with the travel card, you will be required

to submit a detailed, itemized final receipt, which is issued to you when you check out. If you have a guest in your room, you will need to show proof the room was not charged at a higher rate for a guest. Your reimbursement will be off-set by this additional person charge. If this was paid for on your Travel card, you will be asked to reimburse this amount to the University. Receipts are not required for meals, as meals are reimbursed on a daily Per-Diem basis, and determined by destination. However, if meals are included in conference fees, per diem rates will be pro-rated. Per Diem rates can be found by going to <http://www.gsa.gov/portal/category/100120>. You will also be required to submit any receipts for transportation, fuel, toll or baggage fees if you charged these on the travel card, or are requesting a reimbursement for such items.

3. If you have any questions on travel procedures, please contact your program assistant, as they are your official department travel liaison. You can also find extensive travel information at the Procurement Service Center website:  
<https://www.cu.edu/psc/travel>