

IAFS/PACS Employee Travel

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Resources/Links

Please familiarize yourself with CU travel policies and forms. We have noted some specific highlights or important aspects of the policies below.

- [CU Travel Authorization Policy](#)
- [CU PSC Internet Airfare](#)
- [CU PSC Procedural Statement - Travel](#)
 - Lodging
 - *Tip: if staying with friends/family, you can be reimbursed \$25/day.*
 - Meals and Meal Reimbursement
 - Mileage

- Receipt Requirements
 - Tips
- [FSC Employee Travel Form](#)
 - FSC form fields are outlined below.

Instructions

1. Before making any travel arrangements, reach out to IAFS/Katherine Rousseau with tentative travel plans and budget to confirm IAFS funding/speedtype(s).
2. If travel will be funded by IAFS **and** another department, please include the other department's staff in the email so that the funding splits can be confirmed.
3. If a **majority** of the travel funds will come from **another** department, please follow that department's travel procedures as it may not match the IAFS procedure outlined below.
 - a. Even if working with another department, please confirm IAFS funding with Katherine before submitting the FSC form and/or Concur report.
4. Submit necessary [travel approval via Concur](#).
 - a. Domestic – departmental approval
 - b. [International](#) – departmental and appropriate officer approval
5. Conferences registrations can be purchased on a travel card or pcard.
 - a. If purchased on a travel card, you will need to fill out an FSC Employee Travel Form with the bare minimum information so the registration can be put on an expense report to be reconciled when travel is completed.
6. Purchase airfare via Concur. If considering making any internet airfare purchases outside of Concur, please closely review the [CU PSC Internet Airfare](#) policy to ensure the purchase is allowable.
7. Ideally, lodging should be purchased via Concur using a travel card. If you do not have a travel card and book lodging through an external website using a personal credit card, reimbursement cannot be processed until after your travel is complete.
8. Keep [itemized receipts](#) (except for meals and incidentals, see #6).
 - a. Reimbursement for alcoholic beverages requires prior approval.
 - b. Tip: scan or take a photo of receipts, they will need to be digitally uploaded to the FSC form. Apps: Concur, TinyScanner
9. Meals and incidentals will be covered by per diem (not reimbursed as individual expenses). Review per diem rates by destination on the [GSA website](#).
10. Once travel is complete, submit the [FSC Employee Travel Form](#). See below for the guide for the specific information to include in the form, reach out to IAFS with any questions.
 - a. Select Yes for receiving an email confirmation and include Katherine.Rousseau@colorado.edu.
11. Review the completed Concur report for accuracy when you receive it from the FSC Account Tech. When submitting the report and in approval flow, use the three dots to add Katherine (Tracey) Rousseau as the first approver. The name of the required Procurement Approval should auto-populate.

Edit Approval Flow

⚠ Review approvers in the workflow.

○ **Procurement Approval** ...

Approver Name *

Search by Last Name

Add above this step

Add below this step

Submit Report Cancel

a.

FSC Form Fields

- Asterisk* = Required
- Additional explanations noted under items as needed.
- Leave fields blank if they are not applicable.

General Info

- FSC Tech*:
 - *Note: IAFS and PACS: Amanda Lacey*
- Department*:
 - *Note: IAFS or PACS*
- Form Completed By*:
- Traveler Name*:
- Traveler Email*:
- Receipts uploaded in Concur*? Yes or No
 - *Please note: FSC prefers that receipts are uploaded to the FSC form instead of to Concur.*

Dates Traveled

- Departure Date*:
- Destination*:
- Multiple Destinations*? Yes or No
 - If Yes – Additional Destination:
- Arrival Date*:
- Return Date*:
- Cash Advance*? Yes or No

Business Purpose

- Business purpose* - Please explain how this relates to official university business:
 - *Note: The business purpose is best thought of as explaining to someone outside of CU (community member, auditor, etc.) why the expense is appropriate. If*

conference related, include the conference name, dates/location, title of paper/panel, any relevant details explaining the business purpose of attending the conference.

- Conference Name (if applicable – no acronyms):
- Upload Conference/Meeting itinerary, or include a link in business purpose

Expenses

Airfare

- Total Amount (includes CBT fee if applicable):
- Purchased through Concur or Christopherson Business Travel (CBT)? Yes or No
 - If yes – Upload Travel Itinerary

Ground Transportation

- Total Amount:
- Travel Card used? Yes or No
- Upload Itemized Receipts

Lodging

- Total Amount:
- Travel Card used? Yes or No
 - Upload Itemized Receipts
- Any additional travelers with primary? Yes or No
 - *If yes – provide names and relationships of those guests to the university. If personal guests, there must be documentation that there is no additional charge for guests (single occupancy).*

Mileage – personal vehicle only

- Address from:
- Address to:
- Multiple Locations? Yes or No
 - List each additional address
- Round-trip or one-way?
- Did travel fall on a normal work day?
 - If yes – list normal work days:
- Estimated total miles driven:
- Estimated mileage reimbursement ([use standard mileage rates](#)):
- If trip legs tracked on a spreadsheet – Upload to form

Registration

- Total Amount:
- Travel Card used? Yes or No
- Upload Itemized Receipts

Rental Car

- Total Amount:
- Travel Card used? Yes or No
- Upload Itemized Receipts

Rental Car Gas

- Total Amount:
- Travel Card used? Yes or No
- Upload Itemized Receipts

Parking

- Total Amount:
- Travel Card used? Yes or No
- Upload Itemized Receipts

Tolls

- Total Amount:
- Travel Card used? Yes or No
- Upload Itemized Receipts

Other (repeat as needed for individual expenses)

- Vendor Name/Expense Type:
- Total Amount:
- Travel Card used? Yes or No
- Upload Itemized Receipts

Per Diem

- Select one*: Full Per Diem, Partial Per Diem, No Per Diem
 - If Partial – List the days and meals that you are requesting per diem for:
 - Were any meals provided by the conference or hotel? Yes or No
 - If Yes – List the days and meals that were provided:
- Did this trip include personal travel*? Yes or No
 - If Yes – List the dates of the personal travel and any relevant information that your technician will need to know while creating your expense report:

Report Totals

- (Optional) Amount totals:
- (Optional) Estimated per diem:
- (Optional) Total amount for report:
- Reimbursement limit? Yes or No
 - If Yes – indicate the amount
- Speedtype*:

- Split total expense amount to more than one speedtype? Yes or No
 - If Yes – list speedtypes and amounts
- Email Confirmation – would you like a copy of this form sent to you? Yes or No
 - **Select Yes** – add Katherine.Rousseau@colorado.edu