

RE: INFORMATION FOR DEPARTMENT TRAVELERS

As soon as you know you need to make travel plans, you will need to send a [Psych Department Travel Authorization Form](#) to your business office contact for a signature.

Graduate students will also need to have a signed [Graduate Student Funds Request Form](#) if they intend to use the department research funds.

{IF TRAVELING INTERNATIONALLY}: Pre-approval in Concur is required for international travel. You must [request pre-approval](#) for international travel through the Concur Travel & Expense System (Concur). Attach the signed departmental travel authorization form to your request.

For all travel:

- All flights will need to be [booked in Concur](#). No reimbursements are provided for flights booked on the internet, so you must book in Concur.
- All remaining expenses are out of pocket, unless you have a Travel Card. You will need to submit [a reimbursement request](#) after travel is completed. While traveling, you will need to keep all your itemized invoice receipts. Taking photos of receipts throughout travel is a helpful tip.
- If you are using a per-diem rate for food expenses, you do not need to keep your meal receipts.
- Use the [FSC Travel Reconciliation form](#) when you have completed travel to process the travel expenses and the reimbursement requests. You will select Lisa Livdahl as your FSC tech. Note: you do not need to create your own report in Concur- the FSC can do this for you to ensure it is accurate.

For further travel information please refer to the CU Travel links:

- <https://www.cu.edu/psc-procedural-statement-travel>,
- <https://www.cu.edu/psc/travel>