

Instructor Travel Fund Request Procedure (A&S Funds)

Please follow this procedure when requesting A&S travel funds.

1. Obtain written approval to travel (email is fine) from the department chair.
2. Submit an email to Steph Preo (steph.preo@colorado.edu) with the following info:
 - a. Conference/Event name (provide url of event if available)
 - b. Purpose of trip (presentation, participation, training, etc.)
 - c. Travel destination (city, state, country)
 - d. Dates of travel
 - e. Department speedtype used to pay travel expenses
 - f. Attach approval email from the chair

****Please cc your business office contact on the email to Stephanie Preo**

3. Fill out a Psychology Department Travel Authorization Form. The form can be found on the Business Office website under "Travel Resources" here: <https://www.colorado.edu/psych-neuro/resources/business-office>. Please use your Fund 10 Research speedtype for travel expenses.

****Please note on TA request, the \$ amount of travel funds you expect from A&S**

4. Book your travel through Concur or directly through Christopherson Business Travel (CBT). Provide your Research speedtype for travel expenses (Fund 10).
5. Once travel has been completed, complete the online "FSC Travel Reimbursement/Travel Card Reconciliation Request Form". You will need to attach all receipts, so have them ready (pdf or scanned) BEFORE beginning the form. The form can be found here: <https://www.colorado.edu/asfacultystaff/content/fsc-travel-reimbursementtravel-card-reconciliation-request-form>
6. Once your reimbursement has been fulfilled, inform your Business Office Contact so we may request travel funds from the college. These funds will be transferred to your Research speedtype to offset travel expenses.