Travel Policies/Procedures

What to do prior to traveling:

1) Obtain approval from your supervisor for travel
2) Obtain departmental travel authorization (TA)
   a. Submit request on-line from the Psychology website, business office resource page (scroll down to “travel resources”)
      i. [https://www.colorado.edu/psych-neuro/resources/business-office](https://www.colorado.edu/psych-neuro/resources/business-office)
3) Obtain Concur approval for **International Travel**
   a. Log into Concur though the CU Portal
      i. [https://my.cu.edu/](https://my.cu.edu/)
   b. In upper left of Concur, click on request, then new request
   c. Fill out the required information and attach the department TA
   d. Enter the correct ST for travel (change default ST)
   e. Attach international covid safety questions (university requirement for approval)
      i. Provide detailed COVID safety plans for this travel (e.g. vaccination status, mask wearing, social distancing, handwashing, pre/post covid testing, post travel quarantine, etc.)
      ii. Describe the essential mission critical nature of your work
      iii. Affirm that you agree to track changes to the COVID status for your destination and if significant changes are communicated via the CDC website that you are prepared to adjust your travel plans accordingly
   f. Requests should be submitted to your supervisor (rather than ST finance fiscal role option)
4) After receiving approval for travel, you may proceed with booking your airfare and hotel
   a. All airfare must be booked through Concur or CBT Travel per university policy
      i. Warning -If you book internet airfare, the university will not reimburse you for this
      ii. CBT (Christopher Business Travel) contact information
         1. cutravel@cbtravel.com
         2. 303-694-8744 (local)
         3. 1-855-462-8885 (toll free)
         4. 1-800-954-0023 (after hours), reference ID code 6LV
         5. 682-233-0916 (international after hours), reference ID code 6LV
      iii. Airfare **cannot** be booked using your travel card
   b. Hotel reservations may be booked through Concur or via any hotel booking site
      i. Travel Card may be used to pay for hotel reservations

What to do once travel is completed (within 2 weeks):

1) Reconcile travel expenses
   a. Gather all travel receipts (itemized)
2) Fill out the on-line Travel Expense Reimbursement Request (link below)
   a. FSC tech is Lisa Livdahl
   b. Input all travel expenses and dollar amount under the ‘expenses” section
      i. Indicate if expenses were purchased with a travel card or not
   c. Attach travel receipts under **open for additional file upload fields**
      i. All itemized travel expense receipts
      ii. Conference schedule
      iii. Department TA
d. Submit form
e. Allow 2-3 business days for processing

*If any receipts are missing, the FSC will reach out to the traveler. Please note this will delay your reimbursement.*

All travel information may be found on the PSC website:

https://www.cu.edu/psc/travel

Link to on-line FSC travel reimbursement request form:

https://www.colorado.edu/asfacultystaff/content/fsc-travel-reimbursementtravel-card-reconciliation-request-form

Link to CDC travel recommendations by destination:


**Please reach out to your business office contact with any questions prior to booking any travel**