

## **Psychology & Neuroscience Travel Policies and Procedures**

**Do not purchase internet airfare! It will not be reimbursed.**

**Travel Card is the only card used while in travel status!**

### **Required departmental approval prior to booking travel:**

As required by CU policy, all employees planning business travel on behalf of Psychology & Neuroscience must fill out and submit to the Business Office the TA (Travel Authorization) form that is available here: <https://www.colorado.edu/psych-neuro/resources/business-office>

On the TA form, you will need to estimate your overall cost of the travel to include conference registration, airfare, lodging, ground transportation and per diem. Please send the TA to the Business Office to be signed. Upon receiving back the signed/approved TA, then you are good to proceed with booking travel.

Airfare must be purchased in Concur or through Christopherson Business Travel (University travel agency). Do NOT PUT AIRFARE ON PCARD OR TRAVEL CARD!

### **International Travel – Additional Steps Needed:**

International travel requires additional approval by submitting a Travel Request in Concur. Here is a link to instructions: [Concur Request](#)

After receiving all approvals needed for Domestic or International Travel, airfare can be booked. Booking must be done either through CBT (Christopherson Business Travel, nominal fee of \$20.00 charged) or in Concur. In either case a speedtype will be required.

If your travel is supported by federal funds, you will need to comply with the Fly America Act [https://www.colorado.edu/ocg/fly\\_america\\_act](https://www.colorado.edu/ocg/fly_america_act) Christopherson Travel can assist you with adhering to these restrictions if they apply. In addition, the US government provides information on [travel warnings](#) and the World Health Organization provides [health alerts](#). University employees traveling abroad on university-sponsored international travel are eligible for coverage through an international insurance policy. This policy is now paired with 24/7 travel assistance services provided by [International SOS](#) (ISOS). All you do is contact ISOS and they

will work out the rest (reference Colorado Membership Number **11BCAS000006**) for login.

Hotel Booking and car rental can be done through CBT, Concur, or directly using a Travel Card. Do NOT put hotel expenses on a PCARD.

### **Rental Car:**

Traveler must use University contracted rental agencies and reserve a basic, non-luxury rental vehicle, that can adequately meet your needs, in the University CONCUR Travel & Expense System. See Auto Rental info per the [State of Colorado Price Agreements](#). Decline insurance when using the State contracted agencies listed above since they provide liability coverage. Fuel up prior to returning rental vehicle. You will need to obtain a rental car receipt that shows actual itemized charges, not estimates, and proof of payment. Save (and submit for reimbursement) your receipts. Rental car fuel must be incurred by whoever holds the rental car reservation.

### **DIA Parking-Price Agreements:**

For travelers who need to park at DIA, there are several advantageous price agreements for discounted airport parking. See [DIA Parking Agreements](#).

### **Export Control & Your Laptop:**

International travelers whose travel expenses are to be funded from University funds should contact the Office of Research Integrity-Export Controls if traveling to another country with equipment (includes laptops) or information subject to export controls. See additional information at [ORI-Export Control](#).

### **Once Travel has been Complete:**

As soon as you returned from travel, all receipts and signed TA must be submitted to Lisa Livdahl at the FSC (Financial Service Center) upload to this link:

<https://www.colorado.edu/asfacultystaff/financial-services/financial-service-center-forms>

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