

Department of Sociology Travel Authorization Form

Use this form ANY TIME you are planning to book travel paid for by department or other grant.

Award types: department travel award, research award, fellowship (Beverly Sears/CARTSS, etc) award

If you are planning to book airfare for this travel, plan to use Concur through your CU Portal to book the airfare, using a speedtype which will be provided by the department once your travel is approved.

Once this form is complete, you will be given a speedtype for booking airfare.

Name:		Beginning travel date:	
Student ID:		End travel date:	
Email address:		Destination 1:	
Year in program:		Airline booking needed?	
Award type:		Other funding?	
Award amount:		If so, amount?	

Travel Justification

Include the following:

1. Reason for trip
2. How this supports your research (Conference? Field work?)
3. (If applicable) Conference name (no acronyms), conference date, title of paper presented

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Signatures

I certify that this travel is for the benefit of the University and is beneficial to the department/university. I agree to abide by all [University Travel Policies and Fiscal Rules](#), and by the policies and rules stated on page 2 of this document.

Traveler	Date
Department Approver (faculty advisor)	Date
Graduate Program Assistant	Date

Instructions For Sociology Graduate Student Travel

Eligibility:

- Sociology graduate student in good standing*
- One \$750 travel award from the Sociology Department per fiscal year (July 1-June 30), to be used by June 30.
 - *Priority is given to graduate students in their first seven years in the program who are presenting at national sociology meetings. There is a \$750 award limit.

Steps:

- Be sure to apply well in advance of travel.
- Complete the Travel Award Form (on website under Travel Awardstab):<https://www.colorado.edu/sociology/students/graduate-students/awards-funding>
- After receiving approval signature from faculty advisor, email copy to Graduate Program Assistant.
- All University-related travel must be booked through the University's travel management program: either online in the Concur Travel & Expense System or through a travel agent with Christopherson Business Travel (CBT).

Submit receipts for travel reimbursement to Graduate Program Assistant within two weeks of returning from travel.

Reimbursements:

Your flights will be paid for using a speedtype that will be provided by the department once you have completed your Travel Authorization Form. All reimbursable expenses (see list below) will be reimbursed upon completion of your travel. Use Reimbursement form, with receipts attached, to begin the reimbursement process. DO NOT submit your receipts through Concur. You must submit through the Sociology Department's Graduate Program Assistant (Carrie Bagli). You will be asked to approve the reimbursement in Concur after it is submitted by the department.

Reimbursable expenses include:

- Annual membership fee
- Conference registration fee
- Ground transportation (Uber/Lyft)
- Hotel
- Parking
- Per diem (no receipts required for per diem reimbursement)

Travel Flight Booking:

All University-related travel (flights) must be booked through the University's travel management program: either online in the Concur Travel & Expense System or through a travel agent with Christopherson Business Travel (CBT). **DO NOT book travel on your own, as this is a non-reimbursable expense. This is a university rule.**

Please see the policy here: <https://www.cu.edu/psc/book-travel>

Book through Concur, or

Email: cutravel@cbtravel.com

Phone: (855) 462-8885

- Once you have booked your flights, you will receive an air itinerary that includes your flight information.
- If you encounter problems such as a flight cancellation or missing a flight, you need to call the emergency after-hours contact phone number listed on the itinerary.
- The Sociology Department does not allow international travel for conference attendance.
- Any research related international travel must be approved through Concur before booking travel. Details are available at <https://www.cu.edu/psc/training/booking-travel/requesting-approval-international-travel>
- Once you obtain approval through Concur for international travel, follow the steps in the Travel Booking section (see above) for reserving your flights.

Other considerations:

Sociology Department does not fund International Conferences.

Should it become necessary to cancel a trip that has been booked through Concur, please notify the department immediately. The cancellation funds may not be used personally, but rather will go back to the department.

The department will not approve travel for research that takes place in home city, unless it is clear that there is a conference or field work in that location.