

Travel – Information and Forms

Below is a brief description of policies implemented by the State of Colorado and Colorado State University Business and Financial Services for all travelers who are paid with state funds. This page contains links to additional travel policies. Please read carefully and address any specific questions to the Extension fiscal office (970) 491-7526.

General Travel Information – click on the form name to access

IMPORTANT – For expedited processing, please send 1 travel request per e-mail submission.

[TA \(Travel Authorization\)](#)

- A travel authorization (TA) forms must be submitted **prior** to any out-of-state travel AND any in-state travel that includes the purchase of airfare. *This includes ALL travel done by CSU employees – even for trips that are no-cost to CSU (i.e. if your county or other entity is funding the travel).*
 - **DRIVING out of state** requires a 14-day in advance comparison airfare quote from a CSU approved travel agency. Mileage can only be reimbursed up to the comparable airfare amount.
- A **state-approved travel agency** MUST be used to purchase tickets unless the “Internet Airfare Purchase Procedure” is followed (listed below).
- Submit form by e-mail to ext_accounts_payable@mail.colostate.edu Include “**PRE-TRIP**” in subject line to help expedite processing
- TA number will be generated by the fiscal office
- Also required for out-of-state No-Cost to CSU travel
- **IMPORTANT NOTES:**
 - **Do not group multiple trips onto 1 form – a separate travel authorization and reimbursement MUST be completed for each individual trip!**
 - **International Travel requires additional approvals from CSU risk management. PLEASE SUBMIT INTERNATIONAL travel authorizations as early as possible to accommodate this additional approval requirement!**

[Internet Airfare Purchase Procedure/Policy](#)

- **A Travel Authorization (TA) needs to be submitted to the fiscal office prior to the purchase of airline tickets**
- A savings or convenience advantage over the state contracted fare must be documented by an e-mail from a [state-approved travel agency](#)
- A printed itinerary and proof of payment must be submitted for reimbursement
- Note the cautions about cancelations, schedule changes, and use of auction-based vendors where itineraries are not determined prior to ticket purchase

[TR \(Travel Reimbursement\)](#)

- Required for claiming expenses for out-of-state and in-state travel that is not single day
- Travel reimbursement forms (TR) MUST be submitted within 30 days of the trip end date.
- Details needed to complete a travel reimbursement:

- Traveler Name, Trip business purpose, travel dates, destination, actual expenses, totals, receipts AND account numbers(s) to charge trip.
- Include Travel Authorization (TA) number (if one was issued prior to the trip) on the Travel Reimbursement Form.
 - ***If you didn't do a TA and you should have, beg forgiveness and send your completed TA and TR to the ext_accounts_payable@mail.colostate.edu box with a high priority and include the wording: "LATE TRAVEL – TA & TR Request for (list the travel date)"***
- Meal reimbursements are allowed for actual cost of meals up to the maximum allowable per diem rate without submitting receipts
 - Per diem meal reimbursements – PLACE an "**X**" on the form for each meal requesting reimbursement.
- Mileage reimbursement: Use odometer readings or Mapquest/google maps to document any mileage reimbursement request. Submit the map route showing #s of miles traveled using the most economic route with your travel reimbursement.
- Submit all completed travel reimbursement (TR) form and all receipts electronically to: ext_accounts_payable@mail.colostate.edu Include "**Travel REIMBURSEMENT**" in the subject line to help expedite processing
- **IMPORTANT NOTES:**
 - First and last day of travel are reimbursed at 75% per diem rate no matter what time the travel begins or ends
 - Single-day travel (start and end on the same day) is not eligible for meal reimbursement
 - **All expenses incurred – hotel, registration, rental car, etc – MUST show proof of payment.** This means it must show payment with cc#, check #, and/or a zero balance. If you don't have this, you must wait for the charge to hit your bank statement and send a snapshot/copy of this statement with your travel voucher in order to be reimbursed

[TR SD/M \(Single Day/Monthly Mileage Reimbursement\)](#)

- Designed to be used for routine in-state travel when there are no overnight stays and in cases when only a mileage reimbursement is requested
- Meal reimbursements are not allowed on single day travel
- Complete the form with name, purpose w/trip detail, travel dates, destination, actual expenses, totals and account number. Use odometer readings or Mapquest for mileage. E-mail form and receipts to ext_accounts_payable@mail.colostate.edu Include "**Travel Mileage Only**" in the subject line.
- Mail any original receipts (parking, registration fee etc) with the form to the fiscal office. If you have no receipts, the e-mail only will suffice. The fiscal staff will electronically route the document for approvals

[Missing Receipt](#)

- For lost receipts over \$25. Exceptions: A missing receipt form cannot replace a lodging and/or gasoline receipt. Gasoline can never be reimbursed without original receipt. Duplicate lodging receipts can be obtained by contacting the hotel/motel.

Additional Travel Resources:

Pocket Guide for Travel <http://busfin.colostate.edu/Forms/Travel/trvpcktguidetr.pdf#zoom=100>

CSU Quick Reference Guide to University Travel

http://busfin.colostate.edu/Forms/Travel/quick_reference_guide_to_univ_travel.pdf#zoom=100

State of Colorado Per Diem Rates <https://www.colorado.gov/pacific/osc/travel-fiscal-rule>