



# Travel Policies and Tips

## 1<sup>st</sup> Time Travelers

Before traveling for the first time, please fill out the **TRAVEL PROFILE** form at the end of this document. This will ask for basic contact information and can be utilized for all CSU business trips you take.

## Travel Process

Each time you travel, you must fill out the **PRE-TRIP TRAVEL INFO** form and submit it to the travel coordinator at [chem\\_travel@colostate.edu](mailto:chem_travel@colostate.edu) prior to booking airfare or other arrangements. This should be done at least two weeks prior to departure, though further advance is recommended to give adequate time to book economy airfare. The coordinator will submit a TRAVEL AUTHORIZATION on your behalf.

Upon return, you must fill out the **POST-TRIP TRAVEL REIMBURSEMENT** form and submit it to the travel coordinator. They will submit a TRAVEL REIMBURSEMENT on your behalf. You will get a Kuali notification to approve your travel.

## International Travel

International travel must be approved in advance through two processes. It is recommended to complete these processes 60 days or earlier prior to departure. Processes are:

1. Fill out a **PRE-TRIP TRAVEL INFO** form and submit it. The travel coordinator will then submit a TRAVEL AUTHORIZATION on your behalf.
2. Register travel through the Office of International Programs.
  - a. [CSU Individual International Travel application](#)

## How to Book Airfare, Hotel, Transportation

*Please keep in mind that your advisor may have limited funds and will only pay for certain expenses. Discuss ahead of travel booking, and indicate funding source (account #) as well as expected expenses you will claim.*

- **Airfare** – CSU works directly with a travel agent, New Horizons Travel, to book airfare. This is the preferred method, and CSU can directly pay for your ticket. If for some reason you need to book your own ticket, reimbursement may take 2-4 weeks after your return, and after all receipts are submitted.
- **Other Expenses** – Hotels, rental cars, shuttles, Uber/Lyft/taxis, meals, and other expenses will be reimbursed by receipt after your return.
- **Rental Cars** – Please use [STATE APPROVED CAR RENTAL AGENCIES](#) provided on the CSU's travel website. Rental car reservations can be made with New Horizons. New Horizons can get a cheaper rate and has our preferred vendors list. You will pay for this upfront, but it is reimbursable.
- **Meals** – Unless claiming daily per diem, **itemized** meal receipts are required for meal reimbursement. Please keep in mind alcohol is not reimbursable, and tips over 20% are not reimbursable.
- **Proof of Purchase** – Please keep in mind that you need itemized receipts; flight itineraries with dates and costs and payments; hotel receipts with dates, location, costs, and proof of payment, etc. Having these details ensures your reimbursement will be expedited.



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## Frequently Asked Questions

### Q: Can I travel before or after personally?

A: Yes, if you plan to extend your trip prior or post a conference or other business function, please keep in mind you may only be reimbursed up to the cost of airfare for the days of “business” travel. If the ticket is the same or cheaper, you can still utilize New Horizons Travel for booking.

### Q: Can I get reimbursed for any expenses before I travel?

A: Yes, this would be called a TRAVEL ADVANCE – you must request this with your original pre-trip form. Often, for large expense items like the hotel that must be paid in full prior to departure, you can request a travel advance up to 10 days prior to your departure date. Mention this need to your travel coordinator for discussion and processing. Please note that receipts are still required, and if the advance is more than your total expenses, you will be required to reimburse Colorado State University the balance. You will get a Kuali notification that you must complete/approve for the advance.

### Q: Can any expenses be put on my PCard?

A: The only allowable expense would be **registration fees**. At times, conference registration fees for certain conferences include the hotel, and if so, that’s allowable. ***Otherwise, all other expenses related to travel CANNOT be put on a PCard.***

### Q: How do I show proof of purchase?

A: Some companies provide detailed receipts, email confirmations with costs and payments, etc. Typically with Uber, you can get an emailed receipt, which will suffice. If you’re booking something online that doesn’t send you an email confirmation right away, getting a screenshot of the confirmation and payment on the screen can help as a backup. Baggage receipts, train tickets, a taxi receipt, cab cards where you can fill in the price, etc., are items to make sure to ask for as you travel.

### Q: Where can I read more about CSU’s travel policies?

A: <http://busfin.colostate.edu/Depts/TravelSvcs.aspx> provides details on allowable expenses, per diem rates, rental car vendors, etc.



# 1<sup>st</sup> Time Traveler Profile Form

*For First Time CSU Business Travelers Only.*

Full Name (as it appears on ID or passport) \_\_\_\_\_

CSU Phone Number \_\_\_\_\_

Personal Cell Phone Number \_\_\_\_\_

CSU ID Number \_\_\_\_\_

## Emergency Contact Information

Emergency Contact Name \_\_\_\_\_

Relationship \_\_\_\_\_

Phone Number \_\_\_\_\_

## Citizenship Status

If Non-US citizen, Country of Citizenship: \_\_\_\_\_

Non-Resident Alien (yes/no): \_\_\_\_\_

**Main Account for Funding** (can be changed for each trip): \_\_\_\_\_

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I, \_\_\_\_\_, have read and understand the Student Travel Policies and Tips.

### Please note:

- You and your PI should discuss budget and allowable expenses prior to booking the trip to ensure you understand how much university funding is available for reimbursement and what expenses may be out-of-pocket for you.
- Registration fees should go on a PCard if able.
- Airfare should be booked through New Horizons Travel if able.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Please submit to [chem\\_travel@colostate.edu](mailto:chem_travel@colostate.edu)