



# TRAVEL GUIDE

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**RULE:** From [MSU Denver Fiscal Rules, Rule 5-1](#)

*Travel charged to the University, regardless of the funding source, shall be for the benefit of the University and completed using the most economical means available that will satisfactorily accomplish the University's business.*

The traveler shall determine those expenses incurred for the benefit of the University and request reimbursement for only those expenses. The Approving Authority shall review the expenses claimed by the traveler and authorize reimbursement only for those expenses incurred for the benefit of the institution.

## I. PRIOR AUTHORIZATION (Travel Pre-Approval)

For the Purpose of this guide, the term “Approving Authority” refers to the traveler’s supervisor. When the traveler is the head of a department/area, approval must be obtained from the appropriate Dean, Director or Vice President. An alternate signer for the source of funds cannot approve the travel unless they are the traveler’s immediate supervisor. Preapproval from the appropriate Vice President is required for all travel outside of the U.S.

You are on **Travel Status** anytime your travel plans require airfare or an overnight stay. Any travel that includes travel status requires Pre-Approval through the University’s online travel management system with all required approving authorities, and the status must show “approved”. Submitting your Pre-Approval at least 30 days prior to your trip allows time for the approving authorities to review and approve your travel prior to incurring expenses. Check with your department for any additional requirements for employee travel.

### A. In-State Travel –

Prior authorization by the approving authority is required for in-state travel when on travel status (overnight stay or airfare). A Travel Pre-Approval Request must be submitted and approved **prior to travel**. Travel status may begin **one day before** the approved itinerary. *If expenses are only being reimbursed for mileage and parking, please submit a Non-Travel Mileage and Parking report.*

### B. Out-of-State Travel –

Prior authorization is required for **all** out-of-state travel. A Travel Pre-Approval Request must be submitted and approved **prior to travel**. Travel status may begin **one day before the approved itinerary**.

### C. International Travel –

Prior authorization by the appropriate Vice President is required for all international travel (international travel applies to all countries/islands outside the US, including Mexico, Canada, and US Territories). A Travel Pre-Approval Request must be submitted and approved **prior to travel**. Travel status may begin **two days before the approved itinerary** due to time change.

### D. Travel at No Cost to the University –

Prior authorization by the approving authority is required for any official University business travel. A Travel Pre-Approval Request must be submitted and approved **prior to travel**.

## II. PURCHASE OF TICKET

Air travel may be reserved and processed through one of MSU Denver’s approved travel agencies (Appendix A) or purchased through any other agent or website. Travel must be for state business and you must find the lowest reasonable fare that will satisfactorily accomplish your University business. First class travel is not allowed.

### A. **Procedure – Travel Agencies:**

1. Travel agents who have State Awards may be found in Appendix A.
2. Provide the Travel Agent with your Corporate Card information in order to pay for your ticket.
3. If you use a travel agent, make sure to code the **Agent Fee** portion (only) to account code 7098 when reallocating your Corporate Card. Do not charge the entire airfare to this account code. The actual air ticket should be charged to the appropriate travel account code by selecting the appropriate Travel Type and Travel Location.

**B. Procedure – Internet:**

1. Search the Internet for a low fare. See below for important considerations when using Internet ticketing.
2. You may contact an approved travel agency and ask them to match the fare. (See Appendix A)
3. If the University approved travel agencies are able to match the internet fare including fees, you may use the University approved travel agency to book the ticket. If you or your Department has a University-issued Corporate Card, you should use it to purchase the ticket.

**C. IMPORTANT INFORMATION ON INTERNET TICKETING:**

1. Please use the University-issued Corporate Card rather than your personal credit card.
2. You will not be reimbursed until **after** the travel has been completed. If internet tickets are purchased far in advance of the travel, you may accrue interest on your personal credit card. Interest charges and/or late payment fees will not be reimbursed.
3. Internet tickets are non-refundable and not changeable. If your travel plans change, you may be personally responsible for the cost of the unused ticket.
4. If there are any problems, you must contact the internet ticketing service, even if the ticket was purchased through an approved agency. In the case of a lost ticket, the internet service will determine whether a ticket may be re-issued.

**D. TICKET PROBLEMS AND EMERGENCIES**

**For tickets purchased through a travel agent:** It is the traveler's responsibility to deal with the selected Travel Agent in the event of a discrepancy, error, or returned ticket. In the case of any problems or difficulties during the trip, call the travel agency from which the ticket was purchased. Keep the Travel Agent's telephone number readily available. Whatever the circumstances, always call the Travel Agent first. If there is an airline problem, the Travel Agent can handle it faster and more efficiently than contacting Account Payable or the airline directly.

1. **Lost Ticket** – In the case of a lost ticket, contact the selected Travel Agent or your online ticket service for assistance.
2. **Complaints** - In the event of a breakdown in communication or a problem with service – either with the airline or with the Travel Agent – please notify Customer Service at the Travel Agency.
  - a. A written record will be made of the complaint and an inquiry will begin promptly.
  - b. If the traveler is not satisfied with the outcome of a complaint made to the travel agency, and a state agency was used, report the incident to:  
Department of Personnel and Administration  
State Purchasing & Contracts Office  
1525 Sherman Street, 3<sup>rd</sup> Floor  
Denver, CO 80206  
State Purchasing: (303) 866.5671  
Email [nikki.pollack@state.co.us](mailto:nikki.pollack@state.co.us) (Nikki Pollack)

**For tickets purchased online:** You must contact the original ticketing source (Example: Orbitz, Travelocity, etc.) in case of problems or difficulties during the trip.

### III. CHOOSING A TRANSPORTATION METHOD

NOTE: PLEASE REMEMBER ALWAYS TO USE THE MOST COST EFFECTIVE MEANS OF TRANSPORTATION WITHIN THE RULES SET FORTH IN THIS GUIDE. **First class travel is not allowed. If only first class is available on the date requested, travelers should investigate alternate routings or dates of travel. Travel purchased with sponsored project funds may have additional limitations or requirements. Please contact the Grants Accounting office prior to purchase for more information.**

#### A. Commercial Airlines: In-State and Out-of-State

1. Air travel should be reserved at the lowest fare available at the time of booking and arranged as far in advance as possible before the commencement of travel. Whenever applicable or feasible, travel should be accomplished at Advance Purchase Excursion (APEX) fares.
2. APEX fares carry penalties for changes or cancellations. Therefore, travelers should, if possible, complete all trip arrangements before tickets are issued to avoid penalties.
3. Current pricing structure for airfare often itemizes the various options available for the purchase of an economy ticket. You should find the lowest, reasonable fare which will satisfactorily accomplish your University business. **If your funding source is a Grant, and you need additional accommodation, please contact Grant & Contract Accounting prior to making your purchase.**

#### B. Commercial Airlines: International Travel

1. Air travel should be reserved at the lowest fare available at the time of booking and arranged as far in advance as possible before the commencement of travel. Whenever applicable or feasible, travel should be accomplished at the most economical fare possible, including Advance Purchase Excursion (APEX) fares and economy class. Business class is allowed only when it is the **least costly** fare available.
2. APEX fares carry penalties for changes or cancellations. Therefore, travelers should, if possible, complete all trip arrangements before tickets are issued to avoid penalties.

#### C. State-Owned Aircraft –

State-owned aircraft may be used when available and practical. Note that prior written approval is required for use of state-owned aircraft.

#### D. Leased Aircraft –

No State agency may lease an aircraft without the prior approval of the Colorado State Patrol in the Department of Public Safety, regardless of the cost or source of funds; including the lease of any replacement aircraft for those presently operated by State Agencies. Contact Auraria Higher Education Center (AHEC) Purchasing and MSU Denver Business Services before any aircraft is leased.

#### E. Employee-Owned Private Aircraft –

Employee-owned private aircraft may be used when it is advantageous to the State. Prior authorization must be received from the approving authority and the Division of Risk Management. Extra insurance coverage may be required to obtain authorization. **Reimbursement will be allowed at the current rate per nautical mile, as posted on the State website, when on official State business. No reimbursement will be allowed unless proper authorization and adequate insurance coverage has been secured *prior to travel*.**

#### F. State Automobiles –

If an employee intends to drive for authorized travel, a State-owned vehicle should be considered. State vehicles include Colorado state insurance coverage and a gasoline credit card to be used for

gas, oil, and vehicle expenses whenever possible. All state vehicles must have the gas tanks refilled before returning the vehicle. When emergency automobile service is needed on a State vehicle, service may be obtained and the cost billed to the State – information on how to obtain service is included with the car. When an employee of the State pays for emergency automobile service, the claim for reimbursement must be included on the travel reimbursement voucher with original receipts attached.

To rent a vehicle from the State, see Appendix C and follow these instructions:

1. Contact the Business Services office at 303-615-0039 or [christeb@msudenver.edu](mailto:christeb@msudenver.edu) or [rcheesma@msudenver.edu](mailto:rcheesma@msudenver.edu) to request a reservation. Business Services will send a reservation request form to be filled in by the driver. Have the following information ready: dates and times of departures and arrivals, driver's name & license, type of vehicle desired, and total number of passengers. All drivers must submit a copy of their driver's license to prove their current licensed status.
2. Business Services will then submit the Motor Pool reservation form (allow two to three days for processing). The designated driver will receive the confirmation via email. The driver will pick the vehicle from the Motor Pool garage at 1555 Sherman Street (alley entrance). The driver must have their Driver's License with them at the time of pick up.
  - a. Only authorized State of Colorado employees and student employees may operate a motor pool vehicle. The vehicle may only be used for Official State of Colorado business. No one other than state employees and students on business or course work may ride in State vehicles.
  - b. State-owned automobiles may not be used to commute between office and home.
  - c. The Motor Pool office is open from 7:00 a.m. to 3:30 p.m., Monday through Friday, except holidays. Vehicles may be picked up from the KIOSK 24/7. The KIOSK is located in the alley next to the motor pool lot.

G. **Privately Owned Automobiles –**

The use of a privately-owned vehicle may be authorized when the approving authority decides it is to the benefit of the University. Each mile actually and necessarily traveled while on official MSU Denver business shall be reimbursed. If traveling out of state, however, the mileage reimbursement cannot exceed the amount of the lowest airfare quote provided by the traveler for the same trip, which will be reviewed by Accounts Payable.

1. A traveler is allowed mileage fees at the current rate per mile (as posted on the State website) for costs incurred while operating a privately-owned car, truck, van, or motorcycle. **Travel by four-wheel drive vehicles will be reimbursed at a higher rate only if the use of such vehicle is required by the terrain/conditions and pre-approved by the approving authority;** otherwise, mileage will be reimbursed at the regular rate per mile. Please note: All-wheel-drive vehicles are not considered four-wheel drive vehicles. If the use of a four-wheel drive vehicle is approved, reimbursement will be at the current four-wheel drive rate per mile (as posted on the State website). Approved mileage is calculated from the traveler's Regular Work Location to and from the business destination(s). When traveling directly from home to a destination, reimbursement is calculated as the **shortest distance** - either from home, or from the traveler's Regular Work Location. Travel to and from the airport is calculated from the traveler's point of departure (residence or office) to the airport. Please note: you must attach a map of your travel route when requesting mileage reimbursement.
2. Temporary Work Locations. Travelers shall be reimbursed to the extent the number of miles between the traveler's residence and the Temporary Work Location exceeds the **normal commuting miles** from the traveler's residence to the traveler's regular work location. If the traveler works at the Temporary Work Location longer than one year,

then this location becomes the permanent work location, and the traveler will no longer receive a mileage reimbursement.

3. Actual Miles when Traveler's residence is the Traveler's Regular Work Location – This only applies if the State employee works permanently and solely from his/her residence – The Traveler's Residence is considered to be the Traveler's principal place of business if the Traveler works permanently and solely from his/her residence. If this applies, the Traveler shall be reimbursed for actual miles traveled between the Traveler's Residence/Work Location and State work locations as long as the Traveler is conducting State business. The Traveler's Residence shall not be considered to be the Traveler's principal place of business in the following situations:
  - i. If the Traveler participates in alternative work arrangements, where the Traveler continues to have a regular place of business other than the Traveler's Residence, the Traveler shall be reimbursed for mileage according to §G(1) above.
  - ii. If the Traveler's State agency has a policy regarding alternative work arrangements, and the policy states that the decision to grant workplace flexibility is a temporary assignment, then the Traveler shall be reimbursed for mileage according to §G(2) above.
4. When two or more University travelers share the use of a privately-owned vehicle, reimbursement is allowed to only one traveler.
5. When the traveler elects, for personal preference, to use a privately-owned vehicle, reimbursement for mileage and related costs may not exceed the amount charged for the most commonly used public carrier (e.g., airfare), plus applicable ground transportation expense to the authorized destination. Airfare cost is determined based on airline price agreements for 21-days advance ticket purchase. If no agreement exists for the destination, airfare cost will be determined by calling an approved Travel Agent for the 21-days advance fare to the destination. Ground transportation is the taxi/shuttle cost to/from the airport. Car rental cost can be included *when the destination is in a different city than the airport*.

#### H. Rental or Leased Car –

A rental or leased car may be authorized when it is essential and cost effective to conduct University business. A rental or leased car may be used only if a State-owned or privately-owned vehicle is not available or practical to use. The approving authority must approve the use of a rental or leased car *in advance*. Whenever possible and feasible, persons traveling on University business must use one of the approved car rental companies. The current list of approved rental car agencies is shown in Appendix B.

- i. Liability and collision insurance must be purchased when renting or leasing a car, if a State Award vendor is **not** used. Liability coverage must be \$1,000,000 at minimum.
- ii. If possible, use the Corporate Card to rent the vehicle and purchase fuel. Fill the car with gas prior returning it to the rental agency. Returning the car without a full tank can incur additional charges from the rental car company.

## IV. REGISTRATION FEES

Registration fees should be paid directly by MSU Denver for the traveler. If a check is required, a completed registration form (and vendor set up information) should be routed to [accountspayable@msudenver.edu](mailto:accountspayable@msudenver.edu), along with the Travel Pre-Approval, at least ten (10) **working** days before the registration due date in order for MSU Denver to process payment.



- A. If registration is for a local conference and no other travel expenses will be claimed, then the registration may be paid from a properly signed payment request or a corporate card instead of a TE.

## V. ADVANCES

### A. Travel Advance Agreement

If a traveler requests and accepts a Travel Advance, they are agreeing to must agree and accept the terms of this Travel Advance Agreement:

I have completed a Pre-Travel Authorization and I am requesting a Travel Advance (TA) which I will repay to Metropolitan State University of Denver within thirty (30) days of returning from the trip for which this advance is being made. This time is calculated based on the last day of travel indicated on my Travel Pre-Approval.

In the event I do not provide a conference brochure, as well as all applicable receipts and invoices, with my final Travel Expense Report (TE) and/or if the balance of this loan is not paid within the thirty (30) days mentioned above, I understand that my final travel will be considered PAST DUE.

If my Post-Travel Authorization becomes ninety (90) days past due, I will no longer be able to receive travel advances, until my travel documentation is brought up to date and my Travel Advance loan is brought to a zero balance.

Employees who fail to abide by the above rules, regulations, and departmental guidelines may be subject to disciplinary action up to and including dismissal.

- B. MSU Denver employees are encouraged to apply for a University Corporate Card. This card is to be used only for official University business - No Personal Charges. Authorized expenses incurred on the Corporate Card will be paid directly by the University, often allowing an exemption from sales tax. To apply for a Corporate Card contact the Corporate Card Program Administrator at the Controller's Office 303-615-0039 or email CorporateCard@MSUDenver.edu. Note: Should you choose to use your personal credit card, the state is not financially liable for any charges or late fees resulting from the use of a personal card. Each employee is solely liable for the payment of his/her personal debts and obligations.
- C. All faculty and staff are eligible to receive a travel advance for out-of-state or international travel. The travel advance is calculated at 90% of the total out-of-pocket expenses. If a traveler requests and accepts a Travel Advance, they must agree and accept the terms of the Travel Advance Agreement, as stated in §V.A. The normal, eligible expenses used to calculate travel advances are: airfare, hotel, registration, ground transportation, incidental expenses, and per diem. The minimum travel advance allowed is \$200. If 90% of the eligible amount is less than the minimum, an advance will not be issued. Travel advances are not authorized for in-state travel. The maximum travel advance is \$1,500. If the requested advance exceeds \$1,500, the Controller's approval is required, in addition to the Approving Authority and/or Account Custodian's approvals. Requests for advances must be submitted and received in Accounts Payable at least ten (10) working days prior to the date of departure.
- D. Advance requests must be accompanied by the following supporting documentation: (1) a pdf copy of the approved Pre-Approval, (2) the travel/airfare itinerary, and (3) the summary conference program (if applicable) and/or business purpose.
- Estimated incidental expenses are limited to \$100 unless a valid explanation (i.e. team travel, rental car, etc.) is provided with the Travel Pre-Approval. See list of allowable incidental expenses and receipt requirements in §VI.

- Advances will be charged directly to the traveler's departmental budget unless another FOAPAL is indicated.
- **Preapprovals are required for all travel where there is an overnight stay or airfare.** If an advance is not required, the department must still submit the preapproval. **If a traveler has a delinquent advance pending, no further travel will be processed until the previous TE has been finalized and submitted for approval.**

## VI. POST TRAVEL REIMBURSEMENTS (Final Travel Expense Report)

Upon returning from the trip, the traveler must complete a post- Travel Expense Report within **thirty (30) days**. The amount advanced will be deducted from the final expense reimbursement. In the event that the advance exceeds the actual expenses, the traveler will need to reimburse the University through our eMarket at [https://commerce.cashnet.com/MSUDenverEM\\_AS](https://commerce.cashnet.com/MSUDenverEM_AS) by selecting Travel Advance Reimbursements.

The following documents **MUST** be attached to the Final Travel Expense Report. Receipts must include the last four digits of the card charged. If the receipt does not contain the credit card information, provide a copy of the credit card statement (along with the receipt)

1. Airline ticket, boarding pass and/or flight itinerary – must include price paid.
2. Receipt for registration, even if pre-paid by MSU Denver.
3. Summary brochure for conference including the date and details of the event. **DO NOT ATTACH** a large document (exceeding 5 pages).
4. Itemized hotel bill showing a zero balance.
5. Itemized receipts for all **incidental expenses**. Any expense missing an itemized receipt is subject to a \$25 limitation for reimbursement.
6. Itemized receipts for any other prepaid item, like travel packages, hotel wire payments, payments to travel agents, etc.

**To accommodate actual travel time, the following time frames are used for claiming travel expenses:**

- **In State Travel:** up to one day before and one day after the Conference, Business Meeting, etc.
- **Out of State/Domestic Travel:** up to one day before and one day after the Conference, Business Meeting, etc.
- **International Travel:** up to two days before and two days after the Conference, Business Meeting, etc.

Expense reimbursements may not exceed the total per diem meal allowance plus the actual cost of lodging and incidental expenses.

If you received Professional Development funds you would like applied, indicate the Professional Development FOAPAL on your final Travel Expense report and include the Professional Development award email as well as any other required back up.

Reimbursement will be processed within **ten (10) working days** provided:

1. A completed final copy of the Travel Expense Report has been approved and forwarded to Accounts Payable.
2. The report is complete and accurate, including appropriate approvals and ALL supporting documentation.
3. All necessary expense reimbursement receipts are attached.

#### **A. Meal Reimbursements:**

Employees who are authorized to travel will be reimbursed for the *actual* cost of meals, including tax and reasonable tip - up to the total per diem rate established by the GSA Rates. At MSU Denver, **receipts for meals are not required** if the traveler is using the daily per diem rate. If meals and/or incidentals are paid with the Corporate Card, all receipts must be submitted. Meal and incidental per diem rates are adjusted every October and the most current rates may be found through the Per Diem link on the Controller's website at <https://www.msudenver.edu/controller/accountspayablecorporatecardtravel/travel/>.

1. The cost of meals may be reimbursed up to the daily per diem rate, if no meals are furnished. However, when adequate meals are provided by the conference or program, established rates for those individual meals must be subtracted from the maximum total daily per diem amount. Tips paid in conjunction with meals are included in the meal allowance and cannot be claimed separately. Please note: If a provided Continental Breakfast is not considered an adequate meal, then the traveler may purchase and claim per diem for breakfast.
2. Per diem is not paid when meals are provided, unless the meal is not adequate or does not meet the travelers' dietary requirements. If the traveler is claiming per diem under these circumstances, they must indicate why the provided meal was not sufficient – otherwise the per diem will be deducted from the reimbursement.
3. When using the daily per diem rate, the traveler must subtract the per diem incidental amount for any days without an overnight stay in the hotel.
4. When travel extends beyond one calendar day, the traveler may claim the actual cost up to the established daily per diem allowance for meals and the actual cost of lodging and incidental expenses.
5. When travel overlaps parts of two days, the maximum per diem rate during the travel period is determined by including the allowable cost of all meals within the two days, within the following time guidelines: An employee must leave home before **5:00am** for breakfast allowance and remain away from home after **8:00 p.m.** for dinner allowance (from Fiscal Rule 5-1). For example, if a traveler leaves at 3:00 p.m. Tuesday and returns at 8:00 p.m. Wednesday, they would be allowed reimbursements for dinner Tuesday and breakfast, lunch, and dinner Wednesday.
6. Allowances for travel wholly within a single day: If travel is wholly within a single day, **reimbursement for lunch is not allowed**. If, however, an employee leaves home on official business prior to 5:00 a.m. and/or remains away from home after 8:00 p.m. and the official business requires the employee to extend the workday, the approving authority may allow a meal allowance for breakfast and/or dinner for the traveler. If breakfast and/or dinner are paid for an employee while traveling in a single day, the amount paid is *reportable as income* on an employee's W-2. Single day meal reimbursements will be included with your payroll information. Requests that are received by the 5<sup>th</sup> of the month will be reimbursed on payroll that month. Requests received after the 5<sup>th</sup> will be reimbursed the following month.

#### **B. Domestic Lodging and Meal Allowance Rates:**

The following shall apply for all travel destinations within the Continental United States.

1. Lodging – Actual cost of reasonable accommodations. Employees may be required to use designated lodging facilities in high cost areas to assist the University in controlling the cost (per fiscal rule 5-1).
2. Per Diem - a per meal allowance which includes **meal, tax, and tip**. Maximum allowable per diem rates for CONUS (Continental US) Travel are used when the city or county can be located on the list, using the city where the hotel or conference is located. When the city or county is **not** included on the list, the Standard Rate - LINE 1 - for per diem is used. An **incidental rate of \$5.00** per day is included in the daily per diem - for each

**overnight stay** - *for maid tips, and bellhop tips*. On travel days without an overnight stay, this \$5.00 incidental rate is subtracted from the daily per diem rate. Current per diem rates are available at: <https://www.colorado.gov/pacific/osc/travel-fiscal-rule>

3. Outside the continental U.S.:  
The current per diem rate established by the Federal Government, as posted on the State website, will be allowed for authorized travel outside the continental United States. These per diem rates apply upon departure from and until return to the United States. (For Puerto Rico, Alaska, Hawaii, US Possessions Per Diem Rates, see special rates on State website.)
4. Reimbursement claimed for meal allowance:  
Employees may be paid for the standard per diem rate or for meal receipts submitted for reimbursement. An employee may not be reimbursed for more than the standard per diem rate for their total meal allowance. An employee, at his/her discretion, may claim less than the per meal allowance provided by this section. **Travelers will not be reimbursed for any meals included in a conference or registration fee whether the traveler attends the meal function or not.** However, travelers can be reimbursed for breakfast, if requested, when only a continental breakfast is provided.
5. Alternative plan when employees furnish their own lodging and meals:  
When an employee furnishes his/her own lodging or meals (such as cabin, travel trailer, camping equipment owned by the employee, or own food for cooking) together with travel that extends beyond one calendar day, the following meal allowances will be authorized:
  - a. Per diem rates will be reimbursed at standard rates.
  - b. Campsite fees in a commercial campground for actual and reasonable costs will be reimbursed if an itemized receipt is provided.

**C. Allowable incidental expenses:**

In addition to meals and lodging, the following actual expenses incurred as a necessary part of approved travel may be claimed as incidental expenses (if receipts are required by fiscal rules, a note has been added):

1. Telephone calls, faxes, and internet for official University business (itemized receipts required). For Internet access, either in room or in flight for University business, receipts are required. Most hotels will include internet access fees on the traveler's folio. A valid business purpose must be provided for internet access reimbursements.
2. Mileage for approved use of a private vehicle. The amount will be limited to the lesser of actual mileage or approved airfare to destination. Travelers will not be reimbursed for gas when using a private vehicle. **When choosing mileage over airfare, you must submit an airfare quote to the destination, to show that mileage costs are less than the airfare.**
3. Fuel and emergency repairs for **State-owned vehicles** if they cannot be paid by the card provided with the car (itemized receipt required).
4. Road toll charges.
5. Rental car fees (Rental Agreement and receipt from approved agency required). A rental car must be preapproved by the department.
6. Ground transportation to and from airport, meetings and conferences if no free shuttle is provided (a receipt is required for any single trip over \$25). If claiming reimbursement for ground transportation, the traveler must provide the business purpose on the final travel expense report. Tips for ground transportation may not exceed 20%.

7. International travel – only **REQUIRED** pre-travel inoculations and medications, with a receipt showing date and amount, paid prior to the travel date, will be reimbursed.
8. Laundry – FOR REQUIRED UNIFORM(S) ONLY. Provide justification outlining what was laundered and at what cost. Laundry service for personal daily attire is not permissible.

**D. Disallowed Expenses:**

The following expenses are **not** authorized for reimbursement per University fiscal rule 5-1:

1. The University will not reimburse the cost of an employee's spouse or other person accompanying the University employee on a business trip. Conversely, the University will not receive benefit from a lower travel fare resulting from the spouse of a University employee or other person accompanying the employee on a business trip.
2. Personal expenses such as personal hygiene items, movies, magazines, snacks, alcoholic beverages, laundry, entertainment, etc.
3. Certain insurance coverage – Worker's Compensation and liability are covered by the University, but the employee is only covered while engaged in work-related activities. The cost of additional types of coverage shall not be reimbursed for the following:
  - Supplemental liability insurance on rental vehicles in excess of \$1,000,000.
  - Supplemental life insurance for airline or common carrier travel
4. Overnight accommodations furnished at no extra cost to the traveler (i.e., room furnished as part of the registration fee) cannot be reimbursed as part of lodging.
5. Meals included in a registration fee, official function, or provided at no cost to the traveler cannot be reimbursed as part of traveler's meal reimbursement.
6. Political expenses
7. Traffic tickets, and/or fines.
8. Airline ticket upgrades, seat upgrades, early boarding, etc. unless necessitated by a medical condition. A memo is required for this exception; ***however, the traveler is NOT required to disclose their medical condition.***
9. Late fees for personal credit cards used for University business or travel.

## **VII. TRAVEL COSTS REIMBURSED BY A NON-STATE ENTITY**

In some cases, University employees are invited to attend committee meetings, seminars, conferences, etc., for which their travel expenses are reimbursed directly to them by the sponsor. In this instance it is proper for the employee to accept such travel reimbursement if the following criteria are met:

- A. The travel is approved, in writing, by the Approving Authority.
- B. It is the policy of the sponsor to reimburse individual attendees for travel expenses.
- C. The University is not involved in the reimbursement process in any manner, such as a travel advance or the purchase of airline tickets.
- D. The sponsor will not charge the expenses involved back to the University.
- E. The original copy of a Travel Pre-Approval is submitted ***prior to travel*** and the final Travel Expense Report is submitted upon return.

- F. If a traveler is reimbursed directly for University-paid travel, then the traveler must refund this money to the University.

Otherwise, all employees of the University are to be reimbursed for travel costs according to the University's Fiscal Rules and this Travel Guide and are not to receive reimbursements from any other source.

### **VIII. University Supervised and Unsupervised Student Travel**

**NOTE: If this section is silent on any situation occurring with student travel, the travel policies and procedures for individual employees apply. Please be aware that students are not covered by the State for liability or health/worker's compensation insurance. A student must have their own health insurance to travel.**

**A. University Supervised Student Travel –**

Team travel occurs when a group of students, having the same travel purpose and travel destination, travel as a unit. An MSU Denver employee is designated as the adviser. The adviser will coordinate travel arrangements, including the preparation of the Travel Pre-Approval. One Travel Pre-Approval should be prepared for the entire group, including the adviser, who must travel with the group. The TA will be processed in the adviser's name, with their "90" ID number. The adviser will attach a roster of the travelers, including the name and "90" ID number of each student

**B. University Unsupervised Student Travel –**

An MSU Denver student may travel alone - without accompaniment by an MSU Denver employee - when circumstances warrant. However, if the travel is funded by the Student Travel fund, then unsupervised travel is prohibited, and an adviser must accompany the student.

A Director, Dean or Associate Vice President (AVP) is authorized to approve unsupervised student travel. A pre-travel authorization form must be in place and submitted to Accounts Payable with an approval memo attached. The student traveler must be in good standing academically, with no history of serious or violent conduct, to travel. The sponsoring department will need to confirm and include the student's academic status on the memo. The memo should confirm that the student is currently active and is registered. The memo must come from the approving authority indicating the business purpose of travel along with the student's name and their "90" ID number.

Cash advances are **NOT** generally allowed for unsupervised student travel. However, if the approving authority deems that the advance is necessary, they must include in the memo a justification of the requested travel advance. In no event will the travel advance exceed \$200.

If a travel advance is not requested, the approved pre-TA form must be submitted to A/P with the final travel. If reimbursement is necessary, it will be paid to the student directly.

Example No. 1: A student reporter will travel to Aspen (unsupervised) to cover a sporting event. The Director approves the student travel and a requested travel advance. The sponsoring office completes the pre-TE Non-Employee Travel Form under the student's name with their "90" ID number. The approval memo from the Director is attached to the pre-TE and submitted to the Accounts Payable Office, if an advance was approved. After the student completes the travel, the sponsoring office and student must complete the pre-TE Non-Employee Travel Form post-travel and submit to the Accounts Payable Office for reimbursement directly to the student.

Example No. 2: A student is invited to St. Louis (unsupervised) to receive an academic award. This is a two-day and one-night trip. The Dean approves the student travel. The sponsoring department prepares the pre-TE under the student's name with their "90" ID number. The

approval memo from the Dean is attached to the TE and is retained by the department. After returning from the trip, the student and the sponsoring department must complete the post-travel TE and submit it to Accounts Payable for reimbursement. Reimbursement is made directly to the student.

C. **Student Use of State Vehicles –**

Students may be allowed to use state-owned automobiles for departmental or student organization business under the following conditions:

1. Departmental Business:
  - a. The use is consistent with the policies of the institution.
  - b. Use of the state automobile is approved, in writing, by an academic department head or administrative head of a nonacademic unit.
2. Student Organizations:
  - a. The organization must be officially recognized by the institution.
  - b. The organization must be financed in part by mandatory student fees.
  - c. The use is consistent with the policies of the institution.
  - d. Funds must be on deposit with the institution to cover costs.
  - e. The organization is subject to budgetary control and other institutional procedures.
  - f. Student use of State automobiles is in line with the goals of each individual organization.

D. **Advance payments and travel advances for students:**

1. Advances for students are under strict guidelines. Please see Unsupervised Student Travel, §VIII B for details.
2. The mentor for team travel may request an advance and will be personally responsible for the amount received. All travel advances must be reconciled back to the final travel expenses. All unspent funds must be returned to the University.
3. When possible, the school should pay registration, airfare, and lodging in advance, with a Corporate Card. If a vendor requires payment by check, the department may submit a request for payment to Accounts Payable - with proper documentation - at least **ten (10) working days** prior to departure.

## IX. STUDY ABROAD TRAVEL

A. All International Travel must have a Travel Pre-Approval form signed by the appropriate Vice President of the University **PRIOR** to taking the trip or paying any expenses

B. When sending the Travel Pre-Approval to the vice-president's office it must be accompanied by:

1. A trip itinerary
2. A list of students traveling
3. A copy of the approved proposal and any other information about the trip

C. Once the signed Travel Pre-Approval reaches the Accounts Payable office, you may request payments for group packages, deposits, etc. However, if you choose to pay these expenses yourself, you will not be reimbursed until completion of the trip. You must finalize your travel expense report and attach receipts and documentation, including Travel Pre-Approval, before reimbursement may be processed.



## **X. INVITEE TRAVEL AND CONSULTANT TRAVEL**

### **A. Employee travel with an invitee/guest –**

An MSU Denver employee may travel out-of-state on business with a non-University employee invitee. The invitee could be a business acquaintance, family member, or friend. Management should be notified in advance of all invitee travelers by listing their names on the employee's TE on an attached Memo. The pre-TE must be submitted and approved within the online travel system at least **ten (10) working days** prior to departure.

Out-of-state travel involving an invitee may subject the state to additional civil liability should an accident or mishap occur, because the State's Governmental Immunity Act limits do not apply outside the State of Colorado. Additional precautions are necessary to ensure the State's liability is minimized.

### **B. Invitee travel for non-MSU Denver employees -**

On occasion, it may be necessary to pay interview-related travel expenses for job applicants in order to obtain the best-qualified individual for a given position.

1. Such travel expenses will be limited to those job classes for which the State Personnel Board has waived residency requirements. This is further limited to one trip per person for any one job.
2. All applicants in similar circumstances must be given the same consideration for reimbursement of such expense.
3. The reimbursement to the applicant must be consistent with the expenses allowed for University employees.

### **C. Travel for Consultants –**

On occasion, the University may pay the travel expenses for a consultant. The total dollar amount of travel reimbursement must be incorporated into the terms of the agreement with the consultant. The reimbursement to the consultant must be consistent with the expenses allowed for University employees.

## **XI. CORPORATE CARD**

### **A. Policy**

The Wells Fargo MasterCard is the University Corporate Card. All MSU Denver University employees who travel on business outside of Colorado once or more per year or within the State twice or more per year are encouraged to apply for the card and to use it for all travel-related expenses wherever it is accepted. By using a University Corporate Card, the University is able to track business travel activities.

The card is to be used for:

1. All expenses incurred while the individual is in travel status, whenever possible. These include lodging, lodging deposits, and transportation.
2. All expenses related to the use and fueling of rental vehicles, including vehicle rental itself, gasoline, and any necessary maintenance charges during use. It is strongly recommended that individuals fill their gas tanks before returning their rental vehicle, because rental car agencies will charge much higher fees than self-service at a gas station.

### **B. Procedures**

1. To obtain a University Corporate Card:  
The traveler must take the Corporate Card and Purchasing tests provided online at the [Office of the Controller Website](#).



2. Use of the Corporate Card:

The traveler should use a Corporate card whenever possible to pay for appropriate travel-related items. If the corporate card is used to pay for meals, you may not exceed the daily per diem rate and you must provide itemized receipts. All authorized expenses paid by the Corporate Card will be paid by the University directly. The Travel Training must be completed if you will make travel purchases. Any charges to the corporate card that exceed limits or are not approved must be reimbursed to the University.

**Additional Information:**

To report a lost card or to report fraudulent charges, please contact Wells Fargo Bank at **1-800-932-0036**. Outside the U.S., call collect **1-612-332-2224**.

If you have any questions regarding the University issued Corporate Card, please contact the Corporate Card Program Administrator at 303-615-0039 or email [CorporateCard@msudenver.edu](mailto:CorporateCard@msudenver.edu)

**APPENDIX A:**  
**LIST OF STATE AWARD HOLDERS FOR TRAVEL MANAGEMENT SERVICES**  
**(TRAVEL AGENTS)**

MSU Denver does not require travelers to use any specific travel agency; however, State Award vendors provide discounted booking fees. Vendors and rates are subject to change, depending on State Awards.

Agency Name:	<b>Boersma Travel Services</b> <b>CLOSED 11/19/2021</b>	<b>Christopherson Andavo Travel</b> <b>LP dba CB Travel Corp</b>	<b>Frosch Travel</b>	<b>New Horizons Travel</b>
	30 Parkland Plaza Ann Arbor, MI 48103 Lynn Welkenback	8450 E Crescent Parkway, Ste 410 Greenwood Village, CO 80111 M'Liss Hunter	6070 Greenwood Plaza Blvd Greenwood Village, CO 80111 Elliott Stevens	300 Boardwalk Drive Fort Collins, CO 80525 Dale Clarken
CO State Agreement:	95892YYY01P	95892YYY02P	95892YYY03P	95892YYY04P
Rates on Exhibit B:	RIFB-0001-BS-14	RIFB-0001-BS-14	RIFB-0001-BS-14	RIFB-0001-BS-14
Contact Info:	<a href="mailto:lwelkenback@boersmatravel.com">lwelkenback@boersmatravel.com</a> <del>868-281-6558 or 734-424-3989</del>	<a href="mailto:stateofco@cbtravel.com">stateofco@cbtravel.com</a> <a href="mailto:mliss.hunter@cbtravel.com">mliss.hunter@cbtravel.com</a> 720-200-4131 or 866-916-6661	<a href="mailto:cottravel@frosch.com">cottravel@frosch.com</a> 800-783-9929 / 713-898-3937 Reservation Team: 303-874-7122 After Hours Team (24/7): 866-376-7241 (Code 1B0Q)	<a href="mailto:dalec@travelnewhorizons.com">dalec@travelnewhorizons.com</a> 800-864-4364 or 970-223-7400
<b>Non-Group Booking Fees:</b>				
Via phone/email	\$25.10	\$23.00	\$23.00	\$27.00
Via online	\$12.00	\$11.00	\$9.00	\$17.00
<i>See State Contract for details about rates, group booking rates, and other information.</i>				
Minority Owned	Yes	No	No	No
Woman Owned	No	No	No	No
Small Business	Yes	No	No	Yes

**APPENDIX B:**  
LIST OF STATE AWARD VENDORS FOR RENTAL CAR SERVICES

<b>Car Rental Agency</b>	<b>Hertz</b>	<b>Enterprise</b>	<b>National Car Rental</b>
Contact	Laura Melish or Jeffrey Greene	Nick Bloemen	Nick Bloemen
Contact Info	<a href="mailto:LMelish@hertz.com">LMelish@hertz.com</a> or JGreene@hertz.com	Nicholas.R.Bloemen@ehi.com	Nicholas.R.Bloemen@ehi.com
Website	WWW.HERTZ.COM	WWW.ENTERPRISE.COM	WWW.NATIONALCAR.COM
MSU Denver CDP:	<b>1946331</b>	<b>XZ12417</b>	<b>XZ12417</b>

**You MUST use the MSU Denver CDP number (discount code) when making reservations, to be guaranteed the state rates and to receive the state-required insurance coverage.**

**If the State Award vendor is not used, the traveler is responsible for purchasing liability insurance coverage, in the amount of \$1,000,000, through the automobile rental company the traveler uses.**

**APPENDIX C:**  
**STATE MOTOR POOL VEHICLE RENTAL RATES (EFFECTIVE 01/01/17)**

<b>TYPE OF VEHICLE</b>	<b>Daily Rate</b>
Plug-In Hybrid Electric Vehicle or Battery Electric Vehicle	<b>\$40.00</b>
<b><u>Sedans: (Non PHEV and BEV)</u></b>	\$45.00
<b><u>Mini-vans</u></b>	\$65.00
<b><u>Four-wheel drive vehicles//SUV</u></b>	\$65.00

- Half-day rentals can be reserved for 60% of the day rate.
- One-day rentals accruing 200 or more miles will be charged a two-day minimum charge
- State Motor Pool includes all fuel and comprehensive insurance coverage.
- State Motor Pool does not charge for late pick up or early-day returns.
- A secure parking location is provided for the customer's personal vehicle whenever possible.
- For more information about the State Motor Pool program, including specific policies and procedures, visit <https://www.colorado.gov/pacific/dcs/motor-pool-rental>

**Use Authorization**

Only authorized State of Colorado employees and students may operate a motor pool vehicle. The vehicle may be used only for Official State of Colorado business. No one, other than state employees and students on business or course work, may ride in State vehicles. An approved FOAPAL for payment must be established prior to using a State Motor Pool vehicle. Contact the Office of the Controller to make a reservation. A Motor Pool Request form must be completed for each driver.

Domestic and non-domestic animals are NOT allowed in the vehicles with the exception of seeing-eye, hearing-ear, and service dogs. (Please indicate a special vehicle requirement when making the reservation, of the need to transport one of these dogs.)

Vehicles are not to be used for towing unless so equipped. No objects are to be placed, mounted, or tied to the outside of any motor pool vehicle. Damage resulting from any of these conditions will be the responsibility of the requestor's department (or organization). **Smoking is strictly prohibited in all motor pool vehicles.**

**Requirements of Operator**

All drivers of motor pool vehicles must possess a valid U.S. driver's license. For insurance purposes, the requesting agency is responsible for verifying the validity of said license.

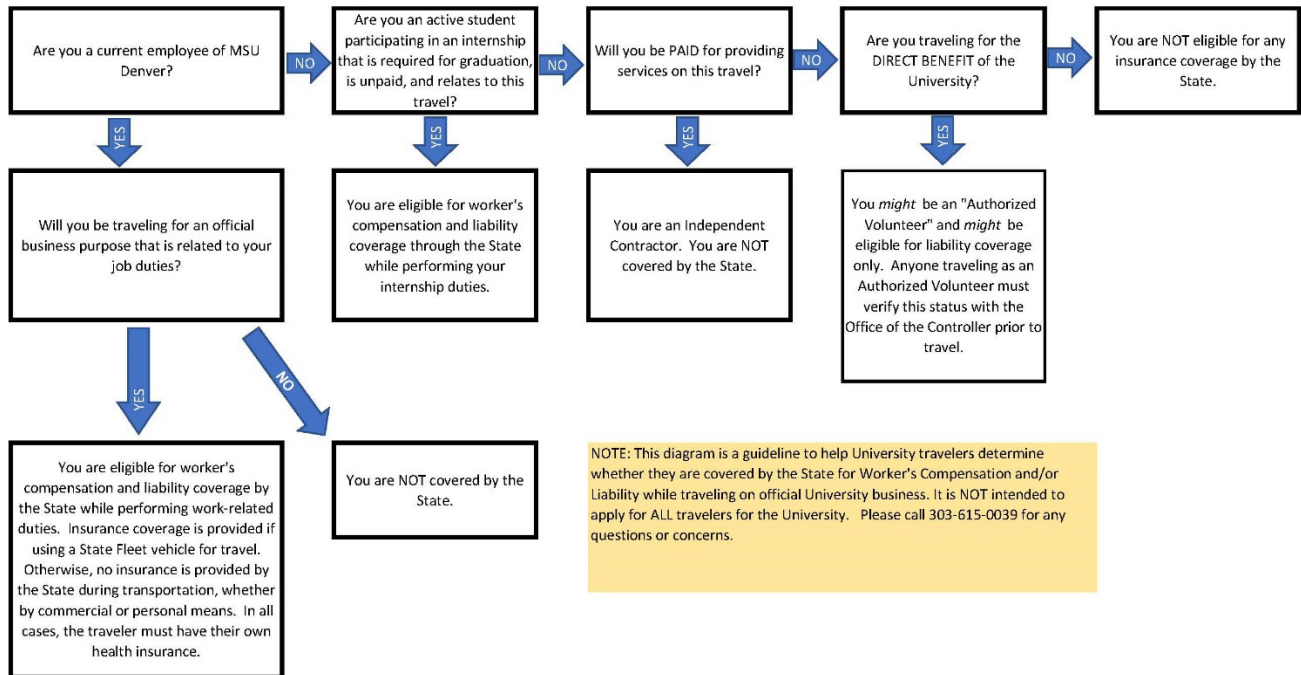
**Responsibilities of Operator**

The operator of the vehicle has, but is not limited to, the following responsibilities:

- Safe operation and security of the vehicle, until it has been returned to the Motor Pool.
- Strict adherence to all traffic and parking laws. A practice of road courtesy at all times. YOU are responsible for all traffic and parking violations. Any citations received by the Motor Pool shall be forwarded to the department (or organization) that reserved the vehicle.
- Safety belts are to be worn by all occupants of the vehicle at all times the vehicle is in motion. The driver is responsible for ensuring that all occupants comply with this requirement!
- **Do not abuse this vehicle!** Vehicle damage resulting from abuse is subject to payment by the driver's department (or organization). Turn off wipers prior to starting the vehicle during snowy conditions to prevent wiper arms from being bent by weight of the snow when ignition key is turned on.
- No repairs are to be incurred without **prior** approval of the Authorizations Section of State Fleet Management (800-356-3846). Drivers are required to report any and all mechanical defects upon return of the vehicle.

APPENDIX D: MSU Denver Travel Checklist	
– To be reimbursed, you must provide documentation for University related business expenses –	
<b>Before you travel</b> (minimum of 10 days prior to departure)	
✓ Submit a Travel Pre-Approval Report (TE) in Chrome River, to obtain approval prior to making purchases	
✓ Vice President signature is required for International Travel (approval will route automatically)	
✓ Include the business purpose, flight itinerary, conference program, and hotel reservations	
✓ If students are traveling with you, you must submit their names and 900 numbers on a Student Roster	
While you travel	After You Travel
<b>Airfare</b>	✓ IMPORT your approved Travel Pre-Approval report into your final Travel Expense Report in Chrome River.
✓ Airline receipt and itinerary (used to set travel per diem amount)	
✓ Airline baggage and/or seat fees	✓ Link all relevant Corporate Card transactions for your travel that posted to your personal Corporate Card.
✓ Airport parking receipt	
<b>Ground Transportation</b> (provide all that apply)	✓ Provide all receipts and documents listed in the “While You Travel” section. Receipts are required for <u>all purchases</u> made with the C-card and/or by the traveler with personal funds.
✓ Mileage (if driving to location or airport) – must use the map feature	
✓ Rental car receipt (if requested on Pre-Approval)	✓ If a personal credit card is used and the last 4 digits of your card number do not show on the receipt, please provide a copy of your statement. The statement copy should show the expense, the bank name, the traveler’s name and last 4 digits (only) of the credit card number. PLEASE black out the rest of the information.
✓ Gas receipt for rental car	
✓ Parking at Hotel	
✓ Parking at meeting location	
✓ Parking other (specify types)	
✓ Taxi, Uber, Lyft, Train, Rail Passes, and other transportation	
<b>Lodging</b>	<b>Per Diem Rates</b> are calculated based on GSA rates imported into Chrome River. The Per Diem Wizard calculates the per diem for travel, based on travel location and travel dates.
✓ Itemized Hotel folio with a \$0 balance due	
<b>Conference/Meeting/Official Function</b>	<b>Currency Exchange Rates</b> are imported into Chrome River. Enter your reimbursement amounts in the currency of your receipt (if not in U.S. Dollars) and Chrome River will calculate the exchange.
✓ Conference Registration receipt	
✓ Conference Brochure; relevant items showing the schedule and meals provided. <b>Do NOT attach the entire brochure.</b>	
✓ Supply receipts (note business purpose)	
The Travel Guide may be found at: <a href="https://www.msudenver.edu/controller/accountspayablecorporatecardtravel/travel/">https://www.msudenver.edu/controller/accountspayablecorporatecardtravel/travel/</a>	

## APPENDIX E: Insurance Coverage While Traveling



Office of the Controller 303-615-0039

## **APPENDIX F: Definitions**

**Agency** – An executive department of the State, office of the Governor, or any subdivision thereof.

**Approving Authority** – An individual who has authority to approve travel for University business and related matters.

**CONUS** – The 48 continental United States, including District of Columbia, other than In-State Travel, or within Alaska, Hawaii, or the U.S. Territories.

**Corporate Card** – University issued credit card.

**Electronic Signature** – Any identifier or authentication technique attached to or logically associated with an electronic record that is intended by the person using it to have the same force and effect as a manual signature. “Electronic signature” includes digital signatures

**Expenses incurred for the benefit of the university** - Expenses incurred that enable a University employee or University official to perform assigned duties or enable the University to carry out responsibilities required by law and are therefore permitted to be reimbursed or directly charged based on the permission of the University or by the terms of federally or privately sponsored agreements.

**International (Foreign) Travel** – Travel to any out-of-country destination not included within the definition of In-State Travel or Out-of-State Travel.

**In-State Travel** – Travel within the State of Colorado and to the immediate area outside the State that is a necessary part of an otherwise “in-state” trip.

**Incidental Expenses (non per diem)** – The allowable expenses; ground transportation (shuttle, train, subway, taxi, etc.), parking, mileage, baggage fees, car rental, and all other allowable travel related expenses (See §VI.C for Allowable Incidental Expenses).

**Incidental Expenses (per diem)** – The \$5 allowable expense per night while on status which includes: fees and tips given to porters, baggage carriers, bellhops, and hotel maids. Incidental Expenses do not include expenses for laundry, cleaning and pressing of clothing.

**Lodging** – Any commercial accommodations available or offered for use for which a rental schedule has been established and payment (including lodging taxes) is required.

**Metropolitan Area** – The region including a city and the densely populated surrounding areas that are socially and economically integrated with it. For the State of Colorado, metropolitan area shall be defined as the 35-mile radius surrounding the Traveler’s Regular Work Location, regardless of the location of the Traveler’s Residence. See Controller Policy entitled “Mileage Reimbursement”.

**Mileage Rate** – Mileage rates are set by the State of Colorado each January and may be found on the State website. There is an increased mileage rate for 4-wheel drive (4WD) vehicles, under certain qualifying conditions. To qualify for the 4WD rate, the road or weather conditions must require 4WD and the department must approve use of a 4WD vehicle. All-Wheel-Drive vehicles are not considered 4WD for this purpose.

**Original Receipt** – The original merchant receipt or invoice issued by the supplier or service provider to document and substantiate the business transaction. A digital image of the original receipt is allowable provided that it is legible.

**Out-of-State Travel** – Travel within CONUS (The 48 continental United States, including District of Columbia), other than In-State Travel, or within Alaska, Hawaii, or the U.S. Territories.

**Per Diem** – an allowance determined by the US government to cover meals and incidentals while

traveling for business purposes. Per diem amounts are published by the General Services Administration (domestic) and State Department (international) and are specific to major cities.

**Political Expenses** – Expenses incurred in relation to activities that are primarily designed to further the interests of a candidate, political party, or special interest group.

**Reasonable and/or Customary Expense** – *Reasonable and Customary Expenses* generally means those expenses consistent with the University's Travel policy and practices applied to employees, or otherwise approved in advance, in writing, by the Approving Authority.

**Regular Work Location** – Generally, the traveler's regular work location is the primary location where the traveler works. For purposes of assessing taxability, Traveler's Regular Work Location includes the entire metropolitan area of the traveler's regular work location.

**Reimbursement Request** - A request for reimbursement of travel expenses submitted by a Traveler.

**Temporary Work Location** - A location (outside the metropolitan area) where employment is expected to continue, and does continue, for one year or less.

**Travel Advance** – The advance of cash funds to a Traveler for approved travel expenses by the University pursuant to § 5 of the Fiscal Rule.

**Traveler** – An employee or University Official who receives required approvals to travel on University Business.

**Traveler's Residence** – The location where the Traveler maintains his/her primary family home.

**Traveler's Residence as a Work Location** - The Traveler's Residence is considered to be the Traveler's principal place of business if the Traveler works permanently and solely from his/her residence.

**Traveling Away from Home** – A traveler is traveling away from home if: a) the Traveler's duties require him or her to be away from the Traveler's Regular Work Location substantially longer than an ordinary day's work, *and* b) the Traveler needs to sleep or rest to meet the demands of his or her work while away from home.

**Transportation** – Travel by commercial airline, railroad, bus, taxicab, State owned, leased, or personally owned automobile or airplane or any other means of conveyance.

**University Business** – Official University business or other duties undertaken for purposes and for the benefit of the University.