



# 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

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 or Vice President. An alternate signer for the source of funds cannot approve it unless s/he is the traveler’s immediate supervisor.

- A. In-State Travel - Prior authorization by the approving authority is required for in-state travel. The Travel Authorization (TA) Form (Appendix A) must be submitted to the Travel Coordinator in Accounts Payable **prior to travel**. *If expenses are only being reimbursed for mileage and parking, please complete the Local Travel – Mileage and Parking form.* The travel can begin **one day before** the event date to allow the traveler time to prepare for the event.
- B. Out-of-State Travel - Prior **written authorization** is required for **all** out-of-state travel. The Travel Authorization Form (Appendix A) must be submitted to the Travel Coordinators in Accounts Payable **prior to travel**. The travel can begin **one day before the event** date to allow the traveler time to prepare for the event.
- C. International Travel - Prior written 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). The Travel Authorization Form (Appendix A) must be submitted to the Travel Coordinators in Accounts Payable **prior to travel**. The travel can begin **two days before the event** to allow the traveler time to prepare for the event and 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. The Travel Authorization Form (Appendix A) must be submitted to the Travel Coordinators in Accounts Payable **prior to travel**. The final copy of the TA form should be submitted after return and marked “zero reimbursement”. This copy is required regardless of reimbursement expenses or who will pay them (e.g. another organization, at no cost to the traveler).

## II. PURCHASE OF TICKET

Air travel may be reserved and processed through one of MSU Denver’s approved travel agencies (Appendix C) or purchased through any other agent or website. Travel must be for state business and you must find the lowest, reasonable fare.

A. Procedure – Travel Agencies:

1. Travel agents who work with MSU Denver may be found on Appendix C.
2. If the lowest fare is found on the Internet, the Travel Agent will give you the option of purchasing the Internet ticket or State rate ticket. See below for important considerations when using Internet ticketing.
3. Provide the Travel Agent with your Corporate Card information in order to pay for your ticket. Students are not allowed to order or receive tickets.
4. 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 7111 (for in-state travel), 7211 (for domestic out-of-state travel), or 7311 (for international travel).
5. State Travel Agents are moving more and more toward issuing E-Tickets, and you will most likely receive it via email.

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 C)
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 have a State-issued Corporate Card, you must use it.

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 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 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

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 the Account Payable, or contacting the airline directly.

The only exception to this policy is when the approved Travel Agent has purchased an internet fare for you. In that case, you must contact the original ticketing source (Example: Orbitz, Travelocity, etc.).

1. Lost Ticket – In the case of a lost ticket, contact the selected Travel Agent (if you used on) immediately, unless the issued ticket is an Internet ticket or non-restricted fare ticket.
  - a. A lost ticket application will be filed, and if the ticket is not found and used within a specified period (usually three months) MSU Denver or the department will be reimbursed for the unused portion of the ticket, minus a service charge imposed by the airline.
  - b. If a ticket is lost during a trip, a replacement ticket will be issued promptly.
2. Complaints - In the event there is a breakdown of communication or a problem with service – either at 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:

State of Colorado

Attention: Lenora Kinston, State Travel Manager

Division of Central Services, State Travel Management Program

633 17<sup>th</sup> Street, Suite 1580

Denver, CO 80202-3615

(303) 866-3986

### 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.

#### 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. If only full coach class is available on the date requested, travelers should investigate alternate routings or dates of travel.
4. **First class travel is not allowed.**

#### 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 Advance Purchase Excursion (APEX) fares. Economy class is acceptable if advance purchase requirements cannot be met or several stopovers, involved that are not allowable on APEX or excursion fares. 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 the 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, regardless of cost or funding source.

- 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 - A State-owned vehicle should be considered for all State official business. The State gasoline credit card provided with the vehicle should be used for gas, oil, and vehicle expenses whenever possible. 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 D and follow these instructions:

1. Call Beth Christensen at 303-605-5265 (or email [christeb@msudenver.edu](mailto:christeb@msudenver.edu)) to make the reservation. Have the following information ready: dates and times of departures and arrivals, driver's name, type of vehicle desired, and total number of passengers.
  2. Business Services will then prepare the Motor Pool reservation form (allow two to three days for processing). The designated driver picks up the form from the Business Services office located in Student Success Building, 3<sup>rd</sup> Floor Suite 320, and gives it to the Motor Pool staff at 1555 Sherman Street (alley entrance).
    - a. Only authorized State of Colorado employees and students 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 from a State Travel Agency for the same trip

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. 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. Please note: you must attach a map of your travel route when requesting mileage reimbursement.
  2. When two or more University travelers share the use of a privately owned vehicle, reimbursement is allowed to only one traveler.
  3. 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***. Lodging, meals, and miscellaneous allowances will be allowed only for the time that would have been required to make the trip by the most commonly used public carrier.
  4. Any extra working days necessary for making the trip by car (which exceed the number of days required to make the trip by public carrier) must be **charged as annual leave**.
- 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 C and also available from the Travel Coordinator. Liability and collision insurance should be purchased when renting or leasing a car, unless payment is made with the Wells Fargo Corporate Card. Please use the Corporate Card to purchase fuel for your rental car.

The University encourages use of the state-issued Corporate Card when renting a car for several reasons:

1. Use of the Corporate card assures that additional insurance is not needed. You must decline the optional collision/damage waiver (or similar coverage) offered by the rental car company and you must use your University issued Corporate Card to be eligible for the Masterrental Insurance coverage offered by the Corporate Card. Please see the [MasterCard Commercial Guide to Benefits](#) for a complete explanation.
2. If you do not use the Corporate card, you may not get the state rate and you will not qualify for the Masterrental Insurance Coverage. Even if you do get the state rate, you will have to purchase the additional insurance to cover the car. Ultimately the cost is higher for the University.
3. Supplemental liability insurance on rental vehicles is **not reimbursable**.

#### **IV. REGISTRATION FEES**

Registration fees should be paid directly by MSU Denver for the traveler. If you are able to pay for your registration with your Corporate Card, this is the preferred method. If a check is required, a completed registration form should be received in Accounts Payable, along with the approved Travel Authorization (TA) Form, at least ten (10) **working** days before the registration due date in order for MSU Denver to process payment: [accountspayable@msudenver.edu](mailto:accountspayable@msudenver.edu).

- 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 check request or a corporate card instead of a TA. If you received Professional Development funds you would like applied, see EXHIBIT K for more information.

#### **V. PRE-TRAVEL and ADVANCES**

- A. **MSU Denver employees are encouraged to apply for a Wells Fargo 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 Card contact the Corporate Card Program Administrator at extension 6-3030 or email to [CorporateCard@MSUDenver.edu](mailto: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 (Statewide Travel Management Program rule 20.33)**

- B. All faculty and staff are eligible to receive a 90% travel advance for **out-of-state** or **international travel**. **The travel advance is calculated at 90% of the total out-of-pocket expenses, after removing prepaid travel.** The minimum travel advance allowed is \$200. If 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 received in Accounts Payable at least ten (10) **working** days prior to the date of departure, indicated by checking "Yes" in the advance box with a requested amount on the Travel Authorization (TA) Form.

Advance requests must be accompanied by the following supporting documentation: (1) the Pre-TA, (2) the travel/airfare itinerary and (3) the conference program (if applicable).

1. Estimated incidental expenses are limited to \$100 unless a valid explanation (i.e. team travel, rental car, etc.) is provided with the pre-TA. See list of allowable incidental expenses and receipt requirements in section [VII-C](#).
2. Advances will be charged directly to the traveler's departmental budget unless another FOAPAL is indicated.
3. Submit approved Pre-TA to [accountspayable@msudenver.edu](mailto:accountspayable@msudenver.edu). **Preapprovals are required for all travel out of state.** If an advance is not required, the department may hold on to the preapproval and send it in with the approved Post-TA (final travel documentation).

Upon returning from the trip, the traveler must complete a post-TA form within **thirty (30) working days**. The amount advanced will be deducted from the 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.

4. **If a traveler has a delinquent Travel Authorization with an advance, no further travel will be processed until the previous TA has been turned in to Accounts Payable to be finalized.**

## VI. POST TRAVEL REIMBURSEMENTS

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, see EXHIBIT K for more information.

The following documents **MUST** be attached to the Final Travel Authorization (TA) form:

1. Airline ticket, boarding pass and/or flight itinerary with the airline price paid provided.
2. Receipt for registration, even if pre-paid by MSU Denver.
3. Brochure for conference including the date and details of the event.
4. Itemized hotel bill showing a zero balance.
5. Receipts for all **incidental expenses over \$25.00.**
6. Any other prepaid item, like travel packages, hotel wire payments, payments to travel agents, etc.

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

1. A completed final copy of the TA form is received in Accounts Payable:  
[accountspayable@msudenver.edu](mailto:accountspayable@msudenver.edu)
2. The form is complete and accurate, including appropriate signatures and ALL supporting documentation.
3. All necessary expense reimbursement receipts are attached.
4. The traveler's assigned "900" ID number and mailing address are included on the travel form.

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

Based on the governor's executive order D00503 and University Fiscal Rule 5-1.02, 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 State Controller. At MSU Denver, **receipts for meals are not**

**required** because the traveler will be reimbursed up to the per diem rate. 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/resources/travel/>

1. The cost of meals may be reimbursed up to the per diem rate for each meal for a day of travel, 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 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.
4. 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, he/she would be allowed reimbursements for dinner Tuesday and breakfast, lunch, and dinner Wednesday.
5. 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. The TA's that are submitted 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 **travel to the restaurant, meal, tax, and tip**. Maximum allowable per diem rates for CONUS (Continental US) Travel to high cost areas are used when the city or county can be located on the list, using the city where the hotel or conference is located (Available at <https://msudenver.edu/controller/accountspayableaptravel/>). When the city or county is *not* included on the list, the Standard Rate 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**.

**PER DIEM RATE ALLOCATIONS AS OF OCTOBER 1, 2016**

<b>High Cost</b>					
Breakfast	\$ 12.00	\$ 13.00	\$15.00	\$16.00	\$17.00
Lunch	13.00	15.00	16.00	17.00	18.00
Dinner	24.00	26.00	28.00	31.00	34.00
<b>Total Meals</b>	<b>49.00</b>	<b>54.00</b>	<b>59.00</b>	<b>64.00</b>	<b>69.00</b>
<b>Incidental</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Total Daily</b>	<b>\$54.00</b>	<b>\$59.00</b>	<b>\$64.00</b>	<b>\$69.00</b>	<b>\$74.00</b>

**Standard Rate and Allocation for Other Areas (not listed on the State's Travel Site)**

Breakfast	\$ 11.00
Lunch	12.00
Dinner	23.00
<b>Total Meals</b>	<b>46.00</b>
Incidental	5.00
<b>Total Daily</b>	<b>51.00</b>

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.

Rates are available at <https://msudenver.edu/controller/accountspayableaptravel/>.

4. Reimbursement claimed for meal allowance:

An employee cannot be reimbursed for more than the meal allowance allowed on the High Cost Travel Area list. 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 will 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. Instead of lodging reimbursements, an employee will be given a \$15.00 per day allowance to cover the costs of cooking, heating, laundry, and other utilities incidental to the use of a cabin, trailer, camper, or similar facility owned by the employee.
- b. Parking 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 and faxes for official University business (itemized receipts required). In addition to business calls, employees are allowed one five-minute personal phone call for each full day of travel, including the day of departure. 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.
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.
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. Service fees for issuance of traveler's checks. The amount of traveler's checks shall not exceed the estimated out-of-pocket costs of travel (receipt required).

6. Rental car fees (Rental Agreement and receipt from approved agency required).
7. Ground transportation to and from airport, meetings and conferences if no free shuttle is provided (receipt required for any single trip over \$25). Ground transportation to and from restaurants is not reimbursable; this is covered by the per diem rate for meals. If claiming reimbursement for ground transportation, the traveler must provide the business purpose on the post-TA. Tips for ground transportation may not exceed 20%.
8. International travel – only **REQUIRED** pre travel inoculations and medications, with a receipt showing date and amount, paid prior to the travel date.
9. 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:

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.

1. Personal expenses such as personal hygiene items, movies, magazines, snacks, alcoholic beverages, personal telephone calls over the five-minute limit, laundry, entertainment, etc.
2. Certain insurance coverage – Worker's Compensation and liability are covered by the University.

The cost of additional types of coverage shall not be reimbursed for the following:

- Collision damage waiver or loss damage waiver for rental vehicles, unless the vehicle is rented from a rental company that is not approved by the State
  - Supplemental liability insurance on rental vehicles
  - Trip cancellation insurance
  - Additional liability insurance on rental vehicles
  - Supplemental life insurance for airline or common carrier travel
3. 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.
  4. 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 (see VII-B-4 for more information)
  5. Political expenses, traffic tickets, and/or fines.
  6. Value premiums on airline tickets, 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.*

7. Entertainment expenses
8. 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 Authorization (TA) Form is submitted ***prior to travel*** and the final copy submitted upon return (for insurance purposes, per Fiscal rule 5-1). Amounts can be entered as “0” with a note that someone else is paying this expense.

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.**

- 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 Authorization (TA) Form. One form should be prepared for the entire group, including the adviser, who must travel with the group. The TA will be made out in the adviser’s name in the name box on the TA, with their “900” ID number. The adviser will attach roster of the travelers, including the name and “900” 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. If the travel is

funded by the Student Travel fund, then unsupervised travel is prohibited and an adviser must accompany the student. All unsupervised student travel is subject to the Controller for review and approval.

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 must come from the approving authority indicating the business purpose of travel along with the student's name and their "900" ID number. The sponsoring department will coordinate travel arrangements.

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. The TA must indicate the student's name in the name box with their "900" ID number. The approving authority should also confirm on the memo that the student is currently active and is registered.

If a travel advance is not requested, the pre-TA form must still be submitted to A/P and will indicate the student's name in the name box with their "900" ID number. At the conclusion of the trip, if no reimbursement is requested, the post TA must still be completed and submitted to Accounts Payable. If reimbursement is necessary, it will be paid to the student directly.

Example No. 1: A student is a reporter who will travel to Aspen to report on a sporting event. The Director approves the student travel, and a travel advance is requested. The sponsoring office completes the pre-TA is completed under the student's name with their "900" ID number. The approval memo from the Director is attached to the pre-TA and submitted to the Accounts Payable Office. After the student completes the travel, the sponsoring office and student must complete the post-TA and submit to the Accounts Payable Office for reimbursement directly to the student.

Example No. 2: A student is invited to St. Louis 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-TA under the student's name with their "900" ID number. The approval memo from the Dean is attached to the TA and is submitted to Accounts Payable. After returning from the trip, the student and the sponsoring department must complete the post-TA and submit it to Accounts Payable for reimbursement. Reimbursement is made directly to the student. (**NOTE:** Student(s) who are not "Authorized Volunteer" travelers are not covered by the State and University for any accidental and/or damages. Please see Appendix I for Insurance Coverage).

C. Student use of state autos - 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. Travel advances for students:

1. Advances for students are under strict guidelines. Please see Unsupervised Student Travel, Section VIII B for details.
2. The mentor for team travel may request an advance, and is personally responsible for the amount received.
3. The school can pay registration, airfare, and lodging in advance, with a Corporate Card. If a check is required, 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 Authorization (TA) form signed by the appropriate Vice President of the University **PRIOR** to taking the trip or paying any expenses
  
- B. When sending the Travel Authorization 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 TA 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 TA and attach receipts and documentation before reimbursement may be processed.

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

- A. Invitee travel for MSU Denver employees – An MSU Denver employee may travel out-of-state on business by state vehicle or by state airplane 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 TA in the name box or an attached Memo. The pre-TA must be submitted to Accounts Payable 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 of \$150,000 per person, \$400,000 per occurrence 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: In rare and unusual situations, 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.

- C. Travel for Consultants – In limited situations 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 contract with the consultant, and included on the purchase order.

## **XI. CORPORATE CARD**

### **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 and negotiate favorable price agreements with airlines, car rental agencies, hotels, etc.

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. At this time, no meals are to be placed on the Corporate Card.
2. All expenses related to the use and fueling of rental vehicles, including vehicle rental itself, gasoline, and any necessary maintenance charges during use.

### **Benefits of the University Corporate Card (see Appendix H for additional details):**

One of the major advantages of the Wells Fargo Corporate Card is the insurance benefit it provides.

Travelers who need to rent vehicles must use this card at one of the contract rental vehicle agencies:

Avis, Budget, or Enterprise. Enterprise is the only rental car agency with 15 passenger vans. The traveler **must** decline all insurance offers by the rental agency. Wells Fargo Corporate Card will then provide full-value collision and loss damage insurance (CDW/LDW) at no cost to the traveler. The contract rental vehicle agencies will automatically provide liability insurance at no additional cost.

See the Guide to Benefits, for the University Corporate Card on the Controller's Website

(<http://msudenver.edu/controller/resources/corporatecard/>)

Since the card is to be used exclusively for University business-related expenses, the individual cardholder is not required to undergo a credit check. Business charges incurred on this card will not affect the individual's personal credit history.

### **Procedures**

- A. To obtain a Wells Fargo Corporate Card:  
The traveler must take the Corporate Card and Purchasing tests provided online at the [Accounting](#)

Updated 06.22.2017

[Services Website](#). The Application will be provided from the Accounting Services office based on the traveler's result on the travel test.

- B. Use of the Corporate Card:  
The traveler should use a Wells Fargo Corporate card whenever possible to pay for appropriate travel-related items, except for meals. All authorized expenses paid by the Corporate Card will be paid by the University directly.
- C. Reimbursement of travel-related expenses:  
In all cases, the traveler cannot be reimbursed for business travel expenses until trip completion, including any costs personally incurred in advance of the trip. Upon trip completion, the traveler requests reimbursement of eligible travel expenses via the Travel Authorization (TA) Form. Original, itemized receipts and other documentation as required must be attached to the signed, completed TA.

### **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 extension 6-3030 or email [CorporateCard@msudenver.edu](mailto:CorporateCard@msudenver.edu)

## APPENDIX A

## METROPOLITAN STATE UNIVERSITY of DENVER

TRAVEL AUTHORIZATION (TA) -- EXPENSE REPORT FORM

**This Travel Authorization (TA) form must be approved by supervisor and submitted before travel commences. Submit a copy of TA with supervisor approval and receipts for reimbursement upon completion of travel**

TA#:

(REVISED 09.15.16)

(Complete white cells only, the yellow cells will populate automatically)

Must be received by Accounts Payable 10 working days before advance is needed, if requested.										Fund:		
Name/ 900#					Department:			Phone:		Org:		
Check On:		Employee <input type="checkbox"/>	Student <input type="checkbox"/>							Acc:		
Destination:		Check On:	Departure			Return			Prog:			
		In-State:	Date:			Date:			Act			
		Out-State:	Time:			Time:			Loc			
Business Purpose												

Circle below:		Complete Column <u>Before</u> Travel	Complete Column <u>After</u> Travel	EXPENSE LOG (Enter totals at left under ACTUAL EXPENSES)							
Commercial Plane	Private Auto			Date	MILEAGE		MEALS (Per Diems)			Lodging	TOTAL
		Pretravel Estimates	Actual Expenses		Miles	@ .49	Breakfast	Lunch	Dinner	Incidental \$5.00	
ESTIMATED EXPENSES	Air Fare:	\$	\$								
	Registration: Need a check out?										
	<input type="checkbox"/> Y <input type="checkbox"/> N	\$	\$								
	Meals (Per Diems):	\$	\$								
	Need a check out?										
	<input type="checkbox"/> Y <input type="checkbox"/> N	\$	\$								
	Lodging:										
	Incidental Expenses:	\$	\$								
TOTAL:	\$	\$	SUB- TOTALS:								

Advance?		Advance Requested:	Advance Rec'd:	INCIDENTAL EXPENSES		
Y	N	\$	\$	DATE	DESCRIPTION AND EXPLANATION	TOTAL
Prepaid by MSU Denver		\$			MILEAGE total from above	
Amount due (If negative, refund is owed to the University)		\$			MILEAGE to/from airport - maximum \$24.50 when claimed	
<input checked="" type="checkbox"/> JACH - for all travel advances & final travel						
Provide current mailing address below:						
Street Address						
City		State	Zip			
Home Phone						
SUBTOTAL, INCIDENTAL EXPENSES:						

## PRE-TRAVEL APPROVALS

## POST-TRAVEL APPROVALS

<b>Traveler's '900' ID #:</b>		"I certify that the statements in the above schedule are true and just in all respects; that payment of the amounts claimed herein has not and will not be reimbursed to me from any other sources; that travel performed for which advance/reimbursement is claimed was or will be performed by me while on State business and that no claims are included for expenses of a personal or political nature or for any other expenses not authorized by the Fiscal Rules; and that I actually incurred or paid the operating expenses of the motor vehicle for which reimbursement is claimed on a mileage basis. Further, I hereby authorize the State to deduct from my pay any amount paid to me in excess of my actual incurred expenses."	
<i>NOTE: Travelers may not approve their own travel or travel expenses.</i>			
Traveler's Signature _____	Date _____		
Supervisor's Signature _____	Date _____		
Account Custodian (if different than above) _____	Date _____		
Account Custodian (if different than above) _____	Date _____	Traveler's Signature _____	Date _____
_____	_____	Supervisor's Signature _____	Date _____
International Travel (President or VP signature required) _____	Date _____	Account Custodian (if different than above) _____	Date _____
If requesting an advance, your signature certifies that you have read the attached Travel Advance Agreement and you agree to its terms and conditions. The final TA is due within 30 days of the travel return date on your TA.		Account Custodian (if different than above) _____	Date _____

## APPENDIX B

*The mileage rate changes every January – make sure you are using the correct rate.*

### Metropolitan State University of Denver Local Travel - Mileage and Parking (No overnight stay or per diem)

<input type="checkbox"/>	Administrator / Staff
<input type="checkbox"/>	Full Time Faculty
<input type="checkbox"/>	Adjunct / Part Time Faculty

NAME (please print): \_\_\_\_\_ ASSIGNED ID #: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

BUSINESS PURPOSE OF TRAVEL: \_\_\_\_\_

Fund: \_\_\_\_\_  
Org: \_\_\_\_\_  
Acc: \_\_\_\_\_  
Prog: \_\_\_\_\_  
Activity: \_\_\_\_\_  
Location: \_\_\_\_\_

Date	From (Street Address)	To (Street Address)	Business Purpose	Mileage			Parking	TOTAL
				# Miles	@ Rate	Total		
					0.49	-		-
					0.49	-		-
					0.49	-		-
					0.49	-		-
					0.49	-		-
					0.49	-		-
					0.49	-		-
					0.49	-		-
					0.49	-		-
					0.49	-		-
					0.49	-		-
					0.49	-		-
					0.49	-		-
					0.49	-		-
					0.49	-		-
<b>TOTAL REIMBURSEMENT ALLOWED PER FISCAL RULES:</b>								-

**IMPORTANT:** Mileage is calculated from the primary work location to and from the destination. When traveling directly from home to the destination, reimbursement is made only when the mileage from home to destination is less than from the primary work location to destination.

### All travel related reimbursements are paid via ACH.

Please make sure your banking information is up to date at Employee Systems, Services & Reporting, on the university website: <http://www.msudenver.edu/facstaff/>  
Click on Employee Services Menu - log in, click on "Enroll in Accounts Payable ACH reimbursements", to verify/change your bank information.

I certify that the statements in the above schedule are true and just in all respects; that payment of the amounts claimed herein has not and will not be reimbursed to me from any other sources; that travel performed for which reimbursement is claimed was performed by me on State business and that no claims are included for expenses of a personal nature or for any other expenses not authorized by the Fiscal Rules; and that I actually incurred or paid the operating expenses of the motor vehicle for which reimbursement is claimed on a mileage basis.

Traveler's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Account Custodian: \_\_\_\_\_

Date: \_\_\_\_\_

*Travelers may NOT approve their own travel.*

Last updated 1/1/2016

Updated 06.22.2017



## APPENDIX C

### LIST OF STATE AWARD HOLDERS FOR TRAVEL AGENCY SERVICES

MSU Denver does not require travelers to use any specific travel agency. Below are two options if you would like to use an agent:

#### **Frosch International Travel**

6070 Greenwood Plaza Blvd.  
Greenwood Village, CO 80111  
303-874-7122

Travel Fee: \$27

#### **The Travel Society**

600 S. Cherry St, Suite 100  
Denver, CO 80246  
303-321-0900

Travel Fee: \$28

### LIST OF STATE AWARD HOLDERS FOR RENTAL CAR SERVICES

<b>AVIS</b>	<b>Budget</b>	<b>Budget Truck</b>	<b>Enterprise</b>	<b>Hertz</b>
<b>A514100</b>	<b>T143800</b>	<b>56000133710</b>	<b>G65117</b>	<b>65579</b>
<b>18 Years</b>	<b>21 Years</b>	<b>24 Years</b> <i>(Youthful driver [21-23] \$18 per day surcharge WAIVED)</i>	<b>18 Years</b>	<b>18 Years</b>

## APPENDIX D

### STATE MOTOR POOL VEHICLE RENTAL RATES (EFFECTIVE 01/01/17)

TYPE OF VEHICLE	Daily Rate
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.

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 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 (1-800-356-3846), Drivers are required to report any and all mechanical defects upon return of the vehicle.

Updated 06.22.2017

## **APPENDIX E:**

### **Travel Advance Agreement**

I have completed a Pre-Travel Authorization and I am requesting a Travel Advance 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 Pre-TA.

In the event I do not provide a conference brochure, as well as all applicable receipts and invoices, with my Post-Travel Authorization 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.

## APPENDIX F

### Banner Travel Account Codes

	In-State	Out-of-State	International
Conference attendance by employees	7112	7212	7312
Advances to employees**	7111	7211	7311
Mileage & Parking	7113	N/A	N/A
Recruiting travel by employees	7114	7214	7314
Interview, prospective employee	7184	7284	7384
Consulting visit, non-employee***	7188	7288	7388
Other Non-employee travel	7180	7280	7380
Student Travel	7150	7250	7350
Visit to Metro, prospective student	7154	7254	7354
Registration, student or employee	6629	6629	6629

\*\* In-state advances are only available to employees serving as a team leader for team travel.  
Advances are not available to non-employees.

\*\*\* Consultant travel should be included on the SPO, PO, or contract for services. This does not require a TA form.

## APPENDIX G

### MSU Denver Travel Checklist

If you want to be reimbursed

– You must provide these documents for University related business expenses –

**Before you travel** (*at least ten days prior to departure*)

- ✓ Submit Travel Authorization (TA) form with pre-travel sections completed and approval signatures
  - ✓ Vice President signature is required on International PreTA forms
  - ✓ Include the flight itinerary, conference program, and hotel reservations
  - ✓ If students are traveling with you, you must provide their names and 900 numbers

**While you travel**

**Transportation to Location**

- ✓ Airline receipt and itinerary (used to set travel per diem amount)
  - ✓ Airline baggage and/or seat fees
  - ✓ Airport parking receipt
- ✓ Mileage (if driving to location) – must provide a printed map showing the route taken and mileage.

**Location Transportation** (*check all that apply*)

- ✓ Rental car receipt
  - ✓ 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

**Lodging**

- ✓ Itemized Hotel folio with a \$0 balance due

**Conference/Meeting/Official Function**

- ✓ Conference Registration receipt
- ✓ Conference Brochure showing the schedule and meals provided
- ✓ Gifts for the traveler's host (typically for international travel)
- ✓ Supplies (note purpose)

**After You Travel**

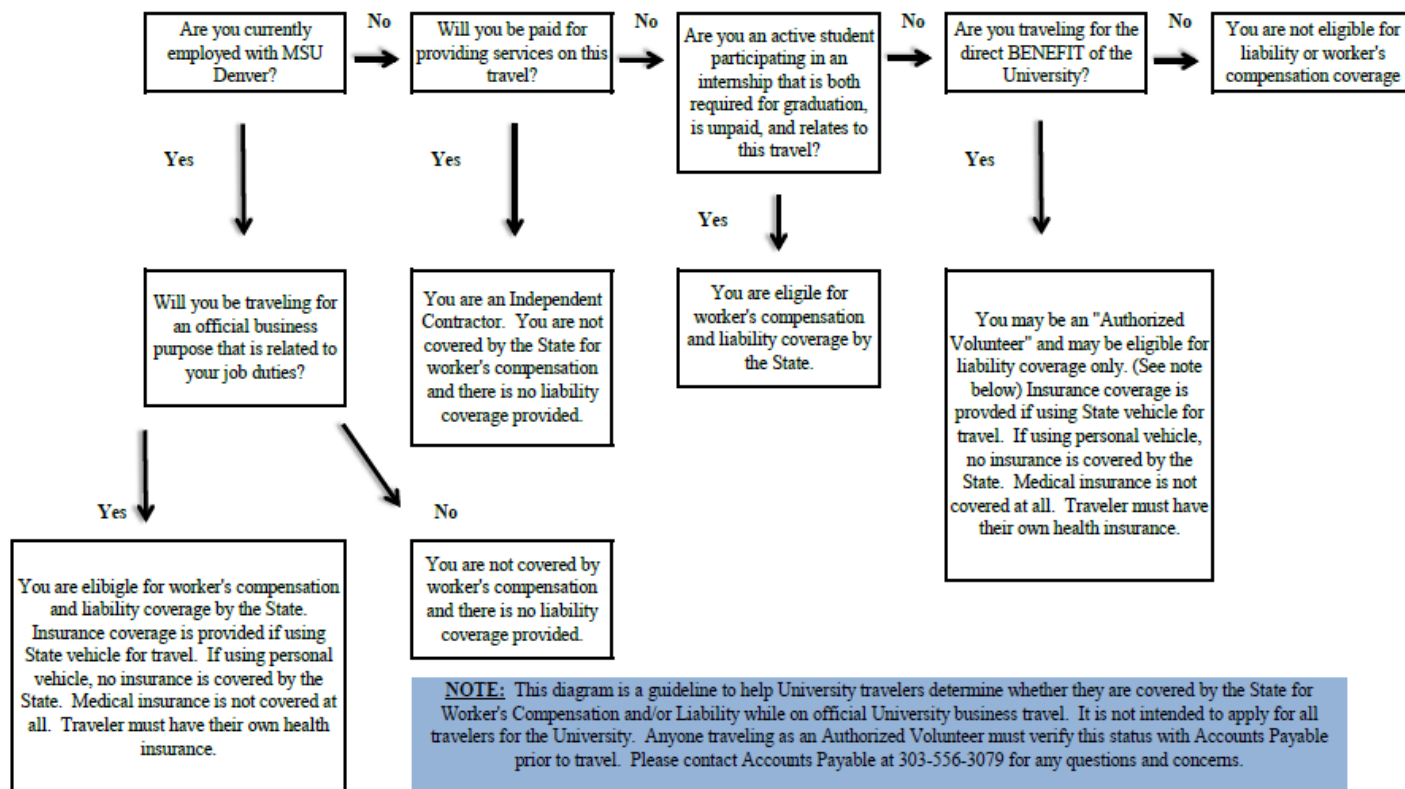
- ✓ Use a copy of the original TA form (pre-travel) and complete the post-travel sections
  - ✓ Include Approval signatures for post travel
- ✓ Provide the receipts and documents listed in the "While You Travel" section. Receipts are required for all purchases made with the C-card and/or by the traveler with personal funds.
  - ✓ 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.

Per Diem Rates are calculated based on the rates found at the MSU Denver website <http://www.msudenver.edu/controller/resources/travel/>. The TA form auto calculates the per diem for travel, based on the table at the website. If the primary destination is not listed the "Standard CONUS Rate" is used.

Currency Exchange Rates for foreign currency are obtained from OANDA: <https://www.oanda.com/currency/converter/>

## APPENDIX H

### Insurance Coverage While Traveling



Authorized Volunteer  
Approval Form.pdf

## APPENDIX I

### 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.

**Authorized Volunteer** – A person performs an act for the BENEFIT, at the REQUEST and subject to the CONTROL of the public entity.

**International 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 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 page 10 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, hotel maids, and skycaps for airport check in, and cost of personal telephone calls. Incidental Expenses do not include expenses for laundry, cleaning and pressing of clothing and lodging taxes.

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

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

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

**Travel Advance** – The advance of 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 Regular Work Location** – Generally, the primary location where the Traveler works, includes the entire Metropolitan Area (A region including city and the densely populated surrounding areas that are socially and economically integrated with it) of the Traveler’s regular work location.

**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.

## **APPENDIX J**

### **PROFESSIONAL DEVELOPMENT FUNDS**

#### **Policy**

There may be occasion when an employee has been granted professional development funds (PD funds) and that employee would like to apply those funds toward their registration, air fare, or other travel expenses, for an approved employee development event. University professional development funds are granted up to a maximum of \$750 per year, per employee, as long as there are funds available. Once the funds are spent, there will be no more distribution of funds for the year.

When an employee is granted PD funds, a copy of the approval for PD funds is emailed to them. The employee will be required to submit this approval with their pre-TA and final-TA or any other request for reimbursement. Please indicate on your Pre-TA that you will be using PD Funds. PD funds may not be paid out as an advance, as they are only used to reimburse a department or individual for incurred expenses related to professional development.

Professional development funds may be applied as follows:

1. Registration is normally paid well in advance of the training event. This may be paid via Wells Fargo Corporate Card which will then be reallocated to the department's FOAPAL. Once the payment is recorded in Banner, the FOAPAL signatory may submit a transfer request to move this expense to the Professional Development fund. They will need to provide the email approval for PD funds, and a copy of the approved Pre-TA. Transfers and payments from PD funds may only be granted while funds are available.

Instead, the department may send a check request to Accounts Payable and have AP issue the registration payment from the PD funds. If a check is requested, they must allow time for processing. Transfers and payments from PD funds may only be granted while funds are available.

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2. Air fare is normally paid well in advance of the event. Payment for air fare, through Pan Am Travel, is charged to the university Corporate Card and should be paid from the departmental FOAPAL. A FOAPAL signatory may request to have these charges transferred to the Professional Development fund, once these charges show up in Banner. They will need to provide the email approval for PD funds, and a copy of the approved Pre-TA. Transfers and payments from PD funds may only be granted while funds are available.
3. If an employee pays for their own registration and travel expenses, on a corporate card (or on their personal card), they may be reimbursed for up to the amount of the granted, unused PD funds (as long as funds are available), by submitting the approved TA and the PD fund approval, along with proof of payment. Proof of payment will include a receipt, indicating paid in full. The receipt must show the item was paid in full and it should show the last four digits of the credit card number. If this information is missing, then the employee will need to provide a copy of their own credit card statement (including last four credit card numbers) which reflects the payment. Reimbursements from PD funds may only be granted while funds are available.
4. If the PD funds were not claimed previously, on the pre-TA expenses (registration or air fare), then the final TA may be submitted and the PD funds may be requested on the final TA, up to the total amount of granted, unused PD funds. The traveler will need to provide the email approval for PD funds, and a copy of the approved final TA. Reimbursements from PD funds may only be granted while funds are available.