

## Travel Forms for Extension Use

These are the new forms for employees submitting travel through CSU Extension and they reflect the new State Fiscal Rules in effect as of June, 2010. These rule changes are detailed on the previous web page under "Travel Reimbursements".

Procedures for travel approval have not changed and these are summarized under each form type. *Click on the form name to bring up a printable form.*

### Pre-trip Authorization

- ✓ Required to be submitted and approved prior to departure for ALL out-of-state travel and in-state travel if airfare is/was purchased.
- ✓ Fill in name, purpose of trip w/detail, travel dates, estimated expenses, account numbers, sign, give to supervisor for their approval signature and send to your regional director. The final approver must snail mail originals to the Fiscal Office
- ✓ Travel Authorization number will be generated by Fiscal Office and a copy of the Pre-trip Authorization will be kept on file for reference & included w/post-trip.
- ✓ The form with ORIGINAL signatures is required by Business & Financial Services.
- ✓ If airline tickets need to be issued immediately, a copy can be faxed to the Fiscal Office, (970) 491-7396, for creation of the Travel Authorization number. The ORIGINAL must be mailed as soon as possible.
- ✓ Travel agencies need copies of these documents as backup for airline charges. Let the Fiscal Office staff know if we need to send a copy to an agency.
- ✓ Required for No-Cost to University travel.

### Travel Voucher

- ✓ Required for claiming expenses for out-of-state and in-state travel when an overnight stay or airline purchase was required.
- ✓ Use Pre-trip Authorization number on Travel Voucher if one was issued before the trip. If you didn't do a Pre-trip and you should have, beg forgiveness and send your completed Travel Voucher (Post & Pre trip) complete as required as travel will reject without both. (for out-of-state or in-state w/air)
- ✓ Completely fill out the Travel Voucher with name, purpose detail of trip, travel dates, destination, actual expenses, totals AND account #. Sign under "Traveler Certification" and ask your supervisor to sign.
- ✓ Attach all required ORIGINAL receipts & mail these w/original Travel Voucher form to the Fiscal Office. Fiscal Office staff will route the document for any other necessary travel and/or account approvals.
- ✓ All expenses incurred-hotel, registration, rental car, etc-MUST show "PROOF" of payment. This means it must show payment with CC#, check #, and/or a zero balance. If you don't have this, you must wait for the charge to hit your bank statement and send a "snapshot"/copy of this statement with your travel voucher in order to be reimbursed. This is a state requirement, not Fiscal office rule.

### Single Day or Monthly Mileage Travel Voucher

- ✓ Designed to be used for routine in-state travel when there are no overnight stays and in cases when only a mileage reimbursement is requested.
- ✓ Note that meals are not allowable on single day travel.

- ✓ Completely fill out the form with name, purpose w/trip detail, travel dates, destination, actual expenses, totals and account number. Sign under “Traveler Certification” and ask your supervisor to sign.
- ✓ Attach all required original receipts and mileage logs. Mail entire form with receipts to the Fiscal Office. Fiscal staff will route the document for any other necessary travel and/or account approvals.

***PLEASE NOTE: (all travel) if your supervisor or account approver is in a different location please proceed as follows – 1) sign your copy, 2) email your signed form to your supervisor/account approver, 3) have them snail mail me that copy w/your signature they signed, 4) snail mail me your travel with your original signature. It is preferred to have all signatures on 1 page, but if not possible, we can combine the 2 in order to have all originals and save time. Please note this on the form you mail in if you did this way so I know to expect it in the mail separately.***

**Again, PROOF of payment and receipts are REQUIRED for reimbursement. Check the Pocket Guide for list of required receipts you must turn in. This is a state regulation, not a fiscal rule. We appreciate your cooperation.**

<http://busfin.colostate.edu/trv/trvpocketgd.pdf> (Pocket Guide for Travel)

<http://busfin.colostate.edu> (main website for Business & Financial Services)

**Refer to the “Pocket Guide for Travel” pamphlet for travel information and Business and Financial Services web page if more details about state travel rules are needed. Please call the Fiscal Office at (970) 491-7950 for questions also.**