

Travel Update August 2006

These are new policies implemented by the State of Colorado and Colorado State University Business and Financial Services for all travelers who are paid with state funds. This page contains links to copies for the new travel policies. Please read these documents carefully and address any specific questions to the Fiscal Office, (970) 491-7486.

Internet airfare purchase policy (please read linked document)

- A pre-trip authorization must be secured prior to purchase of airline tickets
- The internet airfare purchase is made using the USbank State Travel Card issued in the traveler's name.
- A savings of **at least \$50** over the state contracted fare must be documented
- A printed itinerary and proof of payment must be submitted for reimbursement
- **Note the cautions** about cancellations, schedule changes and use of auction based vendors where itineraries are not determined prior to ticket purchase

New State Fiscal Rules Effective August 25, 2006 (please read attached document also) <http://www.colostate.edu/Depts/BusFin/trvfy05reminders.pdf>

- Travel vouchers must be submitted within 30 days of trip end date
- Meal reimbursements are allowed for actual cost of meals up to the maximum allowable per diem rate without receipts.
- Day Trips (Single day travel) which start and end on the same day are not eligible for meal reimbursements.
- First and last day of travel are reimbursed at $\frac{3}{4}$ (75%) per diem rate no matter what time the travel begins or ends.
- Personal phone calls are now allowed at \$2 per day

Frequently Asked Questions About New State Fiscal Rules: <http://www.colostate.edu/Depts/BusFin/trvfaq.pdf>

Pocket Guide For Travel: <http://www.colostate.edu/Depts/BusFin/trvpocketgd.doc>