

Travel Update as of June 2010

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

- 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 or convenience advantage 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

General

- 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.

CSU Quick Reference Guide to University Travel:

<http://busfin.colostate.edu/trv/trvquickrefguide.pdf>

Pocket Guide For Travel:

<http://busfin.colostate.edu/trv/trvpocketgd.pdf>