

Travel Procedure Guidelines

- **When should I submit a travel request?**

A pre-travel request must be submitted in the WCNR intranet prior to trip departure with estimates of trip expenses. Requests should be submitted as soon as you know you are traveling even if it is no-cost to the university. A pre-travel gives you the required travel insurance to conduct university business.

Post-travel requests should be submitted immediately after trip completion with scanned copies of receipts attached. Original receipts are not needed.

- **How do I book a flight through a travel agent?**

Submit a WCNR pre-travel request 24 hours before contacting a travel agent. Send your preferred itinerary to an agent for booking or have them quote a few different options. Agents can add frequent flier accounts to the reservations if you have a preferred airline. Once you and the agent have settled on an itinerary, have them send the tentative itinerary to WCNR_budget@mail.colostate.edu. The Business Office will then send booking information to the agent.

Under no circumstances is a traveler allowed to send booking information to an agent. Doing so will result in the traveler becoming personally liable for the expense.

Agent contacts:

New Horizon's travel: info@travelnewhorizons.com

Frosch: fortcollins@froschtravel.com

Flights will not be booked unless an approved pre-travel request is on file. Flights are typically booked within 24 hours of our office receiving them from an agent and there is an approved pre-travel request.

- **Can I book my own flight?**

Booking a flight personally is tolerated under certain circumstances but you will only be reimbursed up to the cost of a comparable flight booked through a CSU approved travel agency. If you book your own flight, please indicate so on your WCNR request and provide a justification.

- **What Rental Car Agencies can I use and do I need to purchase insurance?**

CSU has state contracting pricing with the following rental car agencies: Hertz, Enterprise, and National. The agencies are required to be used when traveling on university business. Booking codes for our contracts are:

Hertz: 65770

Enterprise/National: XZ12397

When renting from an approved agency with the discount codes, CDW/LDW and liability coverage is included. See the rental car insurance matrix here: [http://busfin.colostate.edu/Forms/Travel/Rental Car Insurance Matrix.pdf#zoom=100](http://busfin.colostate.edu/Forms/Travel/Rental%20Car%20Insurance%20Matrix.pdf#zoom=100)

You may only rent from a non-approved agency if none of the agencies are available or they are out of vehicles. When paying at a non-approved agency with a state travel card, CDW/LDW coverage is included. Liability insurance will have to be purchased. If you do not have a state travel card, CDW/LDW and liability insurance must be purchased.

- **I am traveling internationally, what do I need to do?**

All travelers must obtain risk management approval. Risk Management approval is automatic through the Kualu system for CSU employees. In some cases, a waiver may be requested from risk management if traveling to a high-risk area. The Business Office will upload the approval to Kualu. Students must obtain international approval through the Office of International Programs prior to trip departure.

When you receive approval via email, please forward the email to

WCNR_budget@mail.colostate.edu.

- **What documentation needs to be provided to receive reimbursement?**

CSU requires clear copies of all receipts. All receipts must indicate a zero-dollar balance remaining and indicate proof of payment. If the receipt does not show proof of payment and you paid with a credit card, please provide a copy of your bank statement.

Receipts are not required for parking and/or shuttles less than \$25.

Mileage logs are required to receive reimbursement for mileage in a personal vehicle regardless of the trip length. These can be provided digitally to the Business Office. A printout of Google Maps directions or similar are sufficient.

Meal receipts do not need to be submitted. You will be reimbursed per-diem, which is a fixed rate per the destination traveled. See approved rates here: <https://www.colorado.gov/pacific/osc/travel-fiscal-rule>

- **Can I still be reimbursed if I lost a receipt?**

Yes. Please fill out the missing receipt form (<https://sites.warnercncr.colostate.edu/businessoffice/wp-content/uploads/sites/91/2023/01/trvmissingrecpt.pdf>) and include a bank statement (if paid with a credit card) showing that the expense claimed is legitimate.

- **How do I approve my reimbursement?**

Kualu sends all travelers an automated email with a link requesting approval of the reimbursement. Unfortunately, the links do not work for those trying to sign-in while off campus. When you receive that email, you should follow the below instructions to sign the document.

1. Go to: <https://colostate.kuali.co/fin>
2. Select CSU Fort Collins
3. Log in with your CSU ID
4. Verify your identity with Duo
5. Once the home page loads, click on the action list button in the top left corner of the page. The icon is a clipboard which is directly underneath the home button
6. This shows all of the kuali documents related to your name that need action, the travel should be in there. Click on the document number for the travel
7. Review the document
8. If you agree with the reimbursement, scroll about $\frac{3}{4}$ of the way down the page to the traveler certification tab, check the box on the right hand side
9. Scroll all the way down, then click approve
10. Repeat for all travel documents in the list

All reimbursements not signed in Kualu within 60 days of the trip end date will be considered taxable income.