Biology Travel Policies and Procedures

Pre-Travel Worksheet

A Pre-Travel worksheet is required for all out-of-state travel BEFORE the travel takes place.

It is to be filled out online from the Biology website. The form directly submits to the Biology Accounting Office so a travel document can be created and routed for approvals. If an airline ticket is required, the traveler should contact an authorized Travel Agency. Authorized agencies are Travel Society (495-6751), New Horizons Travel (223-7400), or Frosch (223-0442). The Travel Agent will email the Biology Accounting Office, who will provide the authorization number to the Travel Agent. The ticket will be purchased directly through CSU with no cost to the traveler.

The Pre-Travel worksheet has important information listed on it, which will help the traveler supply correct and complete information required by CSU and the State of Colorado.

Post-Travel Worksheet

A Post-Travel worksheet is required ASAP after the travel is completed if reimbursement is needed. It should be filled out completely and have all original receipts and folios attached, and returned to the Biology Accounting Office. Please do not highlight receipts. Post travel reimbursements must be approved by employees within 60 days of the last day of travel or will be taxed as income.

The following provisions apply to International Travel:

Risk Management must approve all international travel prior to departure. Please make sure you submit your pre-travel worksheet at least one week ahead of the trip start date. Once the travel authorization is submitted for approval, it routes to Risk Management. The traveler and travel arranger will both receive an e-mail with either approval or further instructions within a day or two.

All travelers who have “student” status are required to contact the Office of International Programs as soon as possible in order not to delay approval.

If you have questions regarding Foreign Liability please refer to the Risk Management website or contact Sally Alexander at (970) 491-7726 or via email at sally.alexander@colostate.edu

If you have travel questions, please contact Laura Fagan at (970) 491-7014 or via email laura.fagan@colostate.edu (Biology Accounting Office)
Pre and post travel forms are available on our website, [www.biology.colostate.edu/travel-accounting-forms](http://www.biology.colostate.edu/travel-accounting-forms) or in our Biology Accounting Office, room R111 of the main office.