TRAVEL

There are specific rules that apply to all travel paid with CSU administered funds, regardless of the source of the funds, and these rules apply to all travelers on University business. The Department has a travel form that all employees are required to complete prior to travel. The form is located under Resources on the Department web page. Please provide accurate departure and return dates for all travel and indicate if any of the travel days will be personal time.

Here is a list of answers to frequently asked travel questions.

1. Out of State and International travel must be approved in advance of the trip. This is required for No Cost trips and whenever the traveler will be reimbursed for travel expenses with CSU administered funds. If you are not sure that travel is allowed on the fund you want to use, please ask Justine.

2. International travel requires additional paper work and the Dean’s signature. Please initiate pre-trip approval on international travel as early as possible (several weeks in advance). International travel includes Canada and Mexico. In addition, all international travel must be pre-registered with the office of Risk Management - http://www.ehs.colostate.edu/WRisk/travelHome.aspx. In the case of students travelling abroad, additional processing time is needed for routing through the Office of International Programs.

3. The department pCard CANNOT be used for travel expenses. The pCard may be used for an abstract fee or registration fee, if the registration fee does not include lodging.

4. A State approved travel agency should be used for all travel arrangements. Internet ticket purchases are allowed if there is a savings or convenience advantage between the State fare and the internet fare, including all fees.

5. If you purchase tickets on the internet, proof of payment (copy of internet ticket receipt) and a copy of the itinerary are required for reimbursement.

6. If a rental car is required, a State contracted agency must be used. The list of State approved agencies can be found at this website: https://www.colorado.gov/dfp/auto_rental or a travel agent can make the arrangement.

7. Original itemized receipts are required for all charges $25.00 and over. Exception: Receipts are required for all vehicle rental and gas expenses, registration expenses and lodging expenses, regardless of the amount.

8. The per diem reimbursement cannot exceed the allowed per diem rate. The per diem rate includes incidental expenses such as tips for maids, bellhops and personal telephone calls. These items will not be reimbursed separately.

9. Airline baggage fees may be reimbursed and an original receipt is required for fees $25.00 and over.

10. Please DO NOT highlight receipts. The receipts are scanned and the highlighted portion is black. The receipt amounts must be visible if you want reimbursed.

11. Additional information may be found at this website: http://busfin.colostate.edu/trv.aspx
PURCHASING
Colorado State University has contracts with major vendors such as BioRad, ThermoFisher and VWR and many vendors offer special pricing on CSU purchases. There are also CSU and State contracts for items such as office supplies, computers, printers and furniture that specify what vendors may be used. Using other vendors for these specific items is prohibited unless a waiver is obtained from the Procurement Department. These contracts apply to all purchases that will be paid with CSU administered funds. A list of commonly used price agreements may be found at: http://www.purchasing.colostate.edu/pages/pricing.asp.

To avoid having a reimbursement request refused; please ask Justine or Nancy before making a purchase with personal funds.

Purchasing Requirements
1. There are several restrictions on use of the pCard, so please ask Nancy or Justine BEFORE using. The pCard is not to be used for random orders or on purchases that are taxed. The pCard may not be used for any travel expenses. Unauthorized or unallowable purchases could result in a pCard violation and ultimately result in revocation of the pCard. If you are cleared to use the pCard, original receipts are required and should be forwarded to Nancy or Justine as soon as possible. Please DO NOT highlight the amount on the receipts.
2. Computer hardware, software and accessory purchases that will be purchased with 53 funds require written justification.
3. Membership dues can only be paid with 13 or 16 accounts.
4. Service contracts must be paid with a purchase order regardless of the amount of the contract. Please provide a quote for the contract.
5. If you have a quote for any purchase, provide a copy of the quote with the order. If the quote is from a vendor promo flyer, add the quote number to the notes section of the order form.
6. Purchases between $3,000.00 and $10,000.00 require a quote. Please provide a copy of the quote when submitting the order.
7. Purchases $10,000.00 and over require a quote and may require a “Sole Source” justification. Equipment purchases will be posted on the state “BIDS” system for a minimum of 3 business days before the order is issued to the vendor.