

This document summarizes options for CSU graduate students and employees to avoid or minimize having to use personal funds to pay upfront for work-related travel costs and wait for reimbursement. Amy Olson (Amy.Olson@colostate.edu) is the primary contact in the Biology Department for travel-related questions, and the [department website has a number of travel resources](#).

- **Airfare and Rental Cars.** CSU-approved travel agents can be used to book airfare and rental cars in advance and bill directly to CSU accounts.
- **Ground Transportation, Gas, and Food.** Travelers can request a cash advance to cover expenses incurred during the approved travel period. Advances are provided 10 days before the date of travel. Receipts must be obtained for all expenses (other than per diem) covered by a cash advance, and any unspent excess or undocumented expenses must be paid back to CSU.
- **Conference Registration.** Registration fees can be paid with a CSU purchasing card (P-card) and billed directly to CSU accounts. Most PIs (and some other employees) have P-cards and can use them to pay registration fees on behalf of a student or employee. These expenses must be limited to registration only. Conference fees that cover lodging or meals are considered travel expenses and are not allowable P-card purchases.
- **Lodging and Reserved Shuttles.** Hotels and other forms of lodging, as well ground transportation that must be booked in advance, are the main types of expenses where it is not currently possible to avoid any upfront payment. However, the amount of time between outlay of funds and reimbursement can be minimized by submitting a reimbursement request immediately after any advanced purchase is made. It is not necessary to wait for the actual travel to occur. Note that pre-travel authorization must be submitted and approved before the reimbursement can be issued.

Summary of the process for travel authorization and reimbursement:

- Submit a pre-travel request. (<https://forms.natsci.colostate.edu/biology-pre-travel-worksheet/>)
- When you receive an email with 'IMPORTANT – TA DOC# XXXXX' in the subject line, that means your travel is authorized, and you may proceed with any necessary pre-payments. This authorizing email gives a very long link that you can use to request reimbursements.
- Pay for your hotel and/or ground transportation.
- As soon as you have a receipt showing the expenses have been paid, submit a travel reimbursement request using the very long link from the authorizing email.
- Once processed, you'll receive an email from your travel arranger asking you to log into Quali to certify and approve your travel reimbursement document.