

Travel Form Procedure Summary

See WSC policy manual or go to <http://www.colorado.gov/dpa/dfp/sco/index.htm> for complete details of the travel policy, use the Alphabetical Index Link for Fiscal Rules. For any questions on this form, contact Accounts Payable @ 7028.

Advances:

- Under \$500.00: use Visa travel card at most ATM's; add 2% fee of total advance to expense report after trip, \$2.00 minimum; (do not include ATM cash advances on this form). Student travel has no minimum.
- Over \$500.00: use Section I of this form; Submit to Accounts Payable 1 week prior to departure; after trip subtract the advance from total expenses in Section II to determine reimbursement amount (return any cash to cashier).
- Over \$1,500.00: need approval from the State Controller's designee.
- Cash remaining from trip must be returned to the cashier for a receipt.

x Personal Vehicles: 50¢/mile (53¢/mile only if 4WD is actually needed & used) or actual expenses (Use Vehicle Cost Column).

Meals: If city or county is not listed below, traveler must use base rate. **Exclude meals** provided with a conference. **Incidental Expenses are:** 1) Tips **not** associated with commercial travel. 2) Transportation cost between places of lodging or business where meals are taken. 3) Mailing cost associated with travel.
Coaches: must have team members sign a roster acknowledging receipt of meal money, or receipts w/roster.
Expense reports for guests or others- to get per diem for others-their signatures must be on expense report. No meals allowed for travel wholly within a single day (no overnight). Note: for extended hours see fiscal rules.

Meal Reimbursement Limits: (receipts are not needed or required). (01/01/2011)

	Base	High Cost				
Breakfast	7.00	8.00	9.00	10.00	11.00	12.00
Lunch	11.00	12.00	13.00	15.00	16.00	18.00
Dinner	23.00	26.00	29.00	31.00	34.00	36.00
Incidental	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
	\$46.00	\$51.00	\$56.00	\$61.00	\$66.00	\$71.00
		C Butte	Ft Collins/LvLd	Boulder	CO-Sps	Aspen
		Cortez/Grd Jct	Montrose	Broomfield	Denver/Aurora	Telluride
		G-Wood Sps	Summit County	Douglas County		Vail
		Gunnison	Steamboat	Durango		

For all locations go to <http://www.gsa.gov/portal/category/21287> or call Accounting @ 2186 or @ 7028.

Lodging: Actual cost of reasonable accommodations; actual lodging receipt required (Credit card receipt will not be accepted), break out by day is not necessary.

Miscellaneous: Actual cost only.

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| <ul style="list-style-type: none"> • Taxi/shuttle • Parking • Telephone, Internet, Fax (State Business Only) • Telephone (personal calls) • x Gasoline • Rental car • Registrations fees | <p>Receipt required:</p> <ul style="list-style-type: none"> Single fee over \$25. Single fee over \$25. Single fee over \$25. Must be included with incidental expenses (per diem). All (not allowed for personal vehicle if claiming mileage). All All |
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Non-Reimbursable:

- Alcohol, movies, entertainment, traffic fines, personal hygiene items, laundry (except for team uniforms).
- Airfare not on a purchase order.
- Travel insurance expenses.
- International travel not pre authorized.

Account Codes:

	711303 International - Faculty & Staff business (not including registration)	711304 Student teaching supervision
	<u>In State</u>	<u>Out of State</u>
711301	711302 Faculty & Staff business (not including registrations)	
711308	711312 Registration & Fees	
711305	711310 Athletics competition	
711306	711309 Recruitment	
711307	711311 Non-employee business	
711313	711314 Student business	