

## TRAVEL

Travel for the College is governed by State Fiscal Rule 5-1 *TRAVEL*. College business travelers are urged to become familiar with [Chapter 5: Travel](#) of the Fiscal Rules at the State Controller's web site (<http://www.sco.state.co.us/rules/rules.htm>).

All travel and travel expenses to be paid by the College are approved by the appropriate department supervisor using the **Travel Advance & Expense - Authorization Form** (available from the Accounting Office, 211 Taylor Hall). As soon as possible after returning from a College business trip submit the **Statement of Expenses** section of the travel form to the Accounting Office to report actual costs and reconcile for reimbursement. Checks are processed early on Wednesday mornings. Travel advance and expense reimbursement requests received by Accounts Payable in the Accounting Office by noon Tuesday are usually processed in Wednesday's check-run.

### **STATEWIDE TRAVEL MANAGEMENT PROGRAM**

The State of Colorado Statewide Travel Management Program (Program) was created by statute (CRS 24-30-1118 et al) with program rules and regulations that apply to all state travel (1 CCR 103-1). "Any state employee who travels in the performance of official state business shall be required to participate in the program." The purposes of the Statewide Travel Management Program are to establish price agreements for airfares and other common carrier fares, lodging, and vehicle rentals; to create standards for uniform travel reporting and data evaluation; to monitor travel patterns and practices to identify cost-saving opportunities; to create contracts for travel credit services to include centrally billed airfare accounts and personal travel cards; to provide cash advance system to supplement travel card use for official travel expenses; to authorize travel agencies to vend travel and related services to State agencies; to report annually to the General Assembly; to provide information and policy to State agencies.

### **TRAVEL AGENCIES**

All travel agencies used by state agencies must be approved through the State's Travel Management Program by agreeing to the State's requirements for travel agency services.

- 1. Centrally Billed Accounts (State-Approved Travel Agents' Diners Club Ghost Account):** Centrally billed accounts allow for direct billing of transportation fares, specifically, charges for scheduled air carriers, and scheduled long-haul bus, rail, and ship lines. To set up centrally billed accounts, State agencies select a travel agency from the list of State-approved travel agencies, submit a request for a centrally billed account with that travel agency to the Program which in turn processes and forwards that request to the travel card provider (Diners Club). The travel card provider then notifies the travel agency, the State agency and the Program of the assigned account number (ghost account). To make use of a centrally billed account, a traveler then makes transportation arrangements with the travel agency which in turn bills the charge through the centrally billed account to the traveler's State agency.  
**Exception:** If a traveler obtains an airfare available to the general public that is less than the State's contract airfare but that cannot be purchased through a centrally billed airfare account, the State agency may make payment by means of the traveler's individual State travel card and make reimbursement or use other means of payment as required.
- 2. Local State-Approved Travel Agencies:** Certificates of Authorization have been issued by the Travel Management Program to the following Gunnison County travel agencies. Western State

College has selected all local State-approved travel agencies for use by the College. Only these **selected** State-approved travel agencies may be used for arranging travel for College business.

**Advantage Travel Planners** 103 W. Tomichi Ave., Gunnison, CO 81230  
641-5400 Fax = 641-5402 800-451-5710

### **AIRFARE (and other common carrier ticket purchases)**

A requisition is **required** for the purchase of airline or other common carrier tickets. This type of transportation **must** be arranged through a State-approved travel agency and **is not** a reimbursable travel expense. **Do not use** the individual Diners Club travel credit card or any personal form of payment if the airfare is a College expense, in part or entirely. Contact one of WSC's State-approved travel agencies to obtain a reservation booking and price quotation. Immediately, initiate a requisition giving the name of the person traveling, city route, dates of travel, person giving quotation, and date of quotation. An authorized purchase order must be established and called-in by Purchasing **before** a travel agent may ticket the reservation and hold the quoted price beyond 24 hours.

**Exception:** The individual Diners card should be used to pay the additional cost of airfare if, while traveling, an emergency or other circumstance arises that requires an adjustment of travel schedule.

1. The department assistant initiates a Banner requisition form FPAREQN, using the travel agent as the vendor.
2. INSERT (F6) the required **AIRFARE** standard clause in the document text of the requisition and add the applicable information to the clause text. (See Create A Requisition-FPAREQN, Document Text, in **BANNER INSTRUCTIONS For Requisitioners** for more detailed instructions.)
3. SAVE and EXIT the document text form FOAPOXT.
4. Give a brief summary of the travel details in the commodity description, i.e., "Round trip airfare for (name), (dates of travel)."
5. As soon as the requisition is **Complete**, immediately call (not email) Purchasing (7022) to give the REQ # and any deadline instructions from the travel agent. Purchasing will immediately process a PO and call the PO # to the travel agent as the travel authorization for ticketing and charging to the College's Diners ghost account for airfare, etc., only (different from the Diners Club individual travel credit cards described below).

### **INDIVIDUAL TRAVEL CREDIT CARD - DINERS CLUB**

Use of the individual Diners Club travel credit card (travel card) is one of the primary vehicles for participation in the travel program. "It is the intent of the State that the travel card be used by designated, eligible State employees and officials solely to charge purchases of goods and services necessary for, or incidental to, individual travel or entertainment for official State of Colorado government purposes." The Travel Management Program rules and regulations require State employees to obtain and use a travel card for all applicable travel expenses who meet any of the three following criteria:

1. Spends more than \$250.00 per year on travel, or
2. Travels within the State twice per year, or
3. Travels out of the State once per year.

The College may make alternate official College travel payment arrangements for travelers not meeting any of these criteria, or for any State traveler denied a travel card by the State travel card provider.

Use of the travel card provides convenience to the traveler and fulfills requirements of the State by minimizing processing of travel arrangements, providing airline, lost luggage, and car rental insurance,

reducing cash outlay by the College, and tracking travel expenses for reporting to the State. The travel card should be used for:

1. Lodging
2. Vehicle rental
3. Meals, whenever possible
4. Travel advances (limited to \$500 per transaction and \$500 per week)

The travel card bears no annual fees, finance charges, nor charge for issuing the card. The travel card is issued in the name of the employee. Card holders are personally liable for full payment of charges against their travel card and payment must be made upon receipt of the monthly statement, or risk late fees, thus the importance of submitting a travel expense form for reimbursement immediately after traveling. Because the traveler pays the travel card statement, these charges are not tax-exempt. For assistance or questions about Diners Club, call 1-800-23334-6377.

**NOTE:** DO NOT USE THE TRAVEL CARD TO PURCHASE AIRFARE (or other common carrier tickets). A REQUISITION FOR A PURCHASE ORDER MUST BE PROCESSED FOR AIRFARE. (See **AIRFARE** above).

Applications for the travel card are obtained and processed in the WSC Purchasing Office.

## **TRAVEL ADVANCES**

A State/College traveler may use the travel card to obtain a cash advance through an automated teller machine (ATM) throughout the world. A traveler may use a cash advance for State-reimbursed out-of-pocket travel expenses not covered by the travel card and reimbursable according to Chapter 5 of the Fiscal Rules. Such expenses may include but are not limited to tips, taxi fares, tolls, telephone calls made from pay telephones, meals at restaurants not accepting the travel card, or any other travel and related expense not payable by the travel card.

1. The College requires that all College travelers who have been issued a travel card must obtain their travel cash advances from an ATM using their travel card.
2. **Cash advance limits:**
  - a. \$500 per day and \$500 per week
  - b. No more than \$1,500 outstanding at any time
  - c. Advances under \$100 are not authorized
3. **Cash Advance Fee Reimbursement:** The use of the travel card to obtain a cash advance by means of an ATM generates a fee as a part of the charges from the travel card provider to the individual travel cardholder. ATM fees for travel cash advance withdrawals are reimbursable expenses. To obtain reimbursement, the traveler must present ATM receipts or a travel card provider statement documenting the fees for travel cash advances. The State will not reimburse ATM fees for any cash advance obtained in excess of the actual cash expenditures incurred for official travel. Fees for advances under \$100 will not be reimbursed.

## **VEHICLE RENTALS**

1. **Vehicle Rental Charges:** Every State employee shall use the State travel card to rent, for official State business, any car, van, four-wheel drive vehicle, or three-quarter ton or lighter pick-up truck unless the State travel card provider has denied a card to the State employee

2. **State Price Agreements:** The State issues **mandatory** price agreements to car rental companies. Use of the travel card assures the State's rates are honored and that primary collision/loss damage insurance is provided, i.e., **always** decline the CDW/LDW insurance offered by the state price agreement rental car company. Claims involving the rental vehicle only are made through Diners Club, not the rental car company, and must be filed within 90 days of loss, accident or damage. (Contact Diners at 1-800-613-5975 or the WSC Risk Manager, Leonard Silence [7026], for details of filing an insurance claim). Use of the state price agreement car rental companies is required if any one of the rental companies:
  - a. Is located in the city where rental occurs, and
  - b. Has the category of vehicle required, and
  - c. Honors the terms of its price agreement.
  
3. **Current Price Agreement Rental Car Companies (10/00):** View terms and prices of the rental car price agreements at [Automobile Rental](#) at the list of State Commodity & Service Agreements at the State Purchasing Office's web site ([www.gssa.state.co.us](http://www.gssa.state.co.us))
  - a. Avis Rent-A-Car System State of Colorado discount number: A514100.
  - b. Alamo Rent-A-Car State of Colorado discount number: 160676.

## LODGING

1. **Lodging Charges:** Every State employee shall use the State travel card to pay for all individual lodging charges occasioned by official State travel if the card is accepted by the lodging provider. Any State agency may pay for lodging charges by State warrant at its own option. If a State agency pays individual lodging charges by State warrant, the Travel Management Program may require reporting, depending upon the volume of such payments.
  
2. **Hotels:** Both in-state and national/international hotel listings are permissive, i.e., travelers are encouraged but not required to use these hotels. If these competitive rates meets your requirements, please use them. If a traveler is attending a conference or workshop, the traveler should lodge at the affiliated hotel and pay the conference rate to receive all conference benefits, even if that rate is higher than our government rate.
  - a. **In-State:** State rates have been negotiated with approximately 300 hotels in the state and are recommended for use by State travelers. A copy of the [Authorized In-State Lodging Vendors](#) list may be accessed at the Statewide Travel Management Program's web site ([www.state.co.us/gov\\_dir/gss/cen/travel/lodging/TOC.htm](http://www.state.co.us/gov_dir/gss/cen/travel/lodging/TOC.htm)).
  
  - b. **National / International Hotels:** The State has 4 chain-wide authorizations. Hotels on the national/international listing have agreed to commission travel agencies and such use of travel agents is encouraged. Access the [Chain-wide Authorizations](#) below and on the Statewide Travel Management Program's web site ([www.state.co.us/gov\\_dir/gss/cen/travel/hotel.htm](http://www.state.co.us/gov_dir/gss/cen/travel/hotel.htm)).
    - i. Bass Hotels & Resorts (Holiday Inns)
      - (1) 1-800-465-4329
      - (2) Corporate Discount = 100857016
      - (3) <http://www.basshotels.com/holiday-inn>
  
    - ii. Best Western International
      - (1) 1-800-528-1234
      - (2) Corporate Discount = 01298630
      - (3) <http://www.bestwestern.com>

- iii. La Quinta Inns
  - (1) 1-800-531-5900
  - (2) Corporate Discount = SOC (State of Colorado)
  - (3) <http://www.laquinta.com>
  
- iv. Red Roof Inns
  - (1) 1-800-843-7663
  - (2) Corporate Discount = CP501170
  - (3) <http://www.redroof.com>

## REIMBURSABLE TRAVEL EXPENSES

Any travel expense paid by cash or individual credit card is not tax-exempt. The College will reimburse the traveler for expenses paid by cash or credit card, including the tax. See WSC policy manual or the Accounting Office's web page for complete details of the College's travel policy. For the current meal per diems, see the Fiscal Rules Chapter 5, [Appendix A](http://www.sco.state.co.us/rules/rules.htm) (<http://www.sco.state.co.us/rules/rules.htm>).

1. Registrations (receipt required)
2. Mileage
3. Lodging (receipt required)
4. Meals (except when travel is wholly within a single day) (receipts **not** required)
5. Rental Car (receipt required)
6. Gasoline for rental car (receipts required)
7. Taxi/Shuttle (receipt required if amount is \$25 or more)
8. Parking (receipt required if amount is \$25 or more)
9. Transaction fee for cash advance using the individual Diners card (receipt of cash advance required)
10. Miscellaneous - itemize on Travel Expense Form (receipt required if amount is \$25 or more)