

# Employee Travel Form

This form must be completed in one sitting and cannot be saved to complete later.

[Itemized Receipt Requirements](#)

[PSC Procedural Statement for Travel](#)

[Domestic Per Diem Rates](#)

[Foreign Per Diem Rates](#)

[PSC Internet Airfare](#)

Be sure that all receipts submitted on this form are itemized. Valid documentation includes:

- Vendor Identification
- Date of Purchase
- Description and number of each item purchased
- Cost per item
- Total cost of order

Airfare cannot be purchased on your travel card.

Please be sure to review the [PSC Internet Airfare](#) button above.

Select the FSC technician that supports your department. This assures that your submission is routed correctly and without delay.

Who is your FSC tech?

- None -

- Choose your Department/Org # (in 1 of the 3 drop downs)

Choose your Department/Org # (A-D)

A&S Deans Office - 10153

Dept. Abbreviation/Org. # (E-L)

- None -

Dept. Abbreviation/Org. # (M-Z)

- None -

Select only **one** department/program name from these three menus. Multiple selections can delay the correct technician receiving your submission.

Form completed by \*

Program Administrator Chip

Traveler Name \*

Jane Doe

Forms can be completed by the traveler or a department staff member on behalf of the traveler.

Traveler Email \*

jane.doe@colorado.edu

Have the receipts for this trip been uploaded in Concur? \*

Yes

No

If the traveler is interested in uploading their receipts directly to Concur, they can do so using the [Concur Mobile App](#). They can also add them to Available Expenses in Concur from their PC using the "Upload New Receipt" button (or just drag and drop).

Dates Traveled:

Departure Date \*

Jan 4 2024

Destination: Where was your lodging located?

Philadelphia, PA

Did you travel to multiple destinations?

Yes

No

Our example form shows how to record multiple travel city destinations, but if your travel has only one destination, simply select "No".

Additional destination

Baltimore, MD

Arrival date

Jan 7 2024

Do you need additional destinations?

Yes

No

Return date

Jan 9 2024

Is there a cash advance for this trip?

- Yes
- No

There was no cash advance selected in our example form, but if one was issued you would simply select "Yes" and a field will populate for you to enter the dollar amount. Your technician will then know to reconcile the expenses against this amount in the expense report.

### Business Purpose

Business purpose - Please explain how this relates to official university business: \*

Professor Doe attended the MLA Conference in Philadelphia, PA for her area of study, networking, and presenting a paper. After the conference, she drove to Baltimore, MD to conduct research and interviews in the area for her current book project.

Explain how the purchase relates to university business and what the benefit is to CU and/or your department's mission. The more explanation and detail you can provide here, the less likely your FSC technician will need to follow-up for more information.

Conference Name, if applicable (no acronyms):

Modern Language Association

Upload conference or meeting itinerary

Choose File | No file chosen | Upload

Files must be less than 2 MB.

Allowed file types: bmp eps tif pict txt rtf pdf doc docx ppt pptx odp xls xlsx ods xml.

### Expenses

#### Airfare

Airfare previously purchased through the Concur Expense System or CBT needs to be included in this report.

Total Amount

\$ 457.00

Include any fees from Christopherson Business Travel (CBT) in this amount. \$20 fees are often incurred when the traveler calls and speaks directly with an agent, as opposed to booking in Concur.

Purchase through Concur travel expense system or Christopherson Business Travel (CBT)?

- Yes
- No

In most cases, airfare is purchased through Concur or CBT. The Procurement Service Center (PSC) has detailed [guidelines](#) that must be followed in order to be reimbursed for airfare purchased outside of Concur and CBT.

Upload travel itinerary

Choose File | No file chosen | Upload

Files must be less than 2 MB.

Allowed file types: bmp eps tif pict txt rtf pdf doc docx ppt pptx odp xls xlsx ods xml.

#### Ground Transportation

#### Lodging

Total Amount

\$ 1,260.56

The "Total Amount" field is the total of all charges for that type of expense. In this example, the amount showing includes two different hotel charges.

Travel card used for purchase?

- Yes
- No

Did anyone stay in the lodging with the primary traveler?

- Yes
- No

It is allowable for employees to have guests accompany them on official university business trips, however the employee must be mindful that university funds **cannot** be used on the guest's behalf. Our example here shows that a spouse stayed in the hotel room with the traveler. Again, this is allowable, but the traveler needs to demonstrate that no additional fees were incurred due to the extra guest staying in the room.

Provide the name(s) and relationship(s) of these guests to the university. If any were personal guests (i.e. family, friends), please attach verification from the vendor that the rate was for single occupancy – no additional charge for additional guests.

Spouse stayed in the lodging with her in both Philadelphia and Baltimore. See attached emails for verification that each charge was a single-occupancy rate.

Upload itemized folio/invoice:

Choose File | No file chosen | Upload

Files must be less than 2 MB.

Allowed file types: bmp eps tif pict txt rtf pdf doc docx ppt pptx odp xls xlsx ods xml.

When you have multiple receipts for any expense group, combine those images or documents into one file and upload them together.

**Foreign currency:** If any travel expenses were paid in a foreign currency, just list the currency abbreviation in the amount field. For example, "225.00 GBP". There is no need to provide a currency exchange amount, the FSC technician will use Concur to convert those amounts to USD for you.

▼ Mileage - Personal vehicle only

Address from:

1234 1st St. Longmont, CO 80501

Address to:

DIA

Addresses or landmarks are required for your technician to use the Mileage Calculator in Concur.

Do you have multiple locations?

- Yes
- No

Is mileage round-trip or one-way?

- Round-trip
- One-way

Did travel fall on a normal work day?

- Yes
- No

The Procurement Service Center requires that we deduct the traveler's daily commute from their home to their primary place for any mileage requested on any normal workday.

List normal work days:

Monday-Friday

Estimated total miles driven:

86

2023 Standard Reimbursable Rate - \$.59/mile

Estimated mileage reimbursement:

50.74

Actual miles driven will be calculated in Concur using the Mileage Calculator

▼ Registration

Total amount

\$ 200.00

Travel card

- Yes
- No

Any expenses that were paid for with personal funds and are intended to be reimbursed need to include proof of payment. Often the receipt will show the credit card payment confirmation, but if it doesn't you will need to provide a bank statement (please redact any personal information) showing that the payment was made.

Upload itemized receipt:

No file chosen

Files must be less than 2 MB.

Allowed file types: bmp eps tif pict txt rtf pdf doc docx ppt pptx odp xls xlsx ods xml.

▼ Rental Car

Total amount

\$ 327.15

Travel Card?

- Yes
- No

Upload itemized receipt:

No file chosen

Files must be less than 2 MB.

Allowed file types: bmp eps tif pict txt rtf pdf doc docx ppt pptx odp xls xlsx ods xml.

▼ Rental Car Gas

This expense category includes EV charging station fees that the traveler may have incurred while renting an electric vehicle.

Total Amount

\$ 52.37

Travel Card?

- Yes
- No

Gasoline expenses are not allowable for personal vehicles, even when used for official university business. Mileage is provided to the traveler instead.

**Upload itemized receipt:**

No file chosen

Files must be less than **2 MB**.

Allowed file types: **bmp eps tif pict txt rtf pdf doc docx ppt pptx odp xls xlsx ods xml**.

▾ **Parking**

**Total Amount**

\$ 64.00

**Travel Card?**

- Yes
- No

**Upload itemized receipt:**

No file chosen

Files must be less than **2 MB**.

Allowed file types: **bmp eps tif pict txt rtf pdf doc docx ppt pptx odp xls xlsx ods xml**.

▸ **Tolls**

▾ **Other**

**Name**

MLA Membership

**Total Amount**

\$ 232.00

**Travel Card?**

- Yes
- No

**Upload itemized receipt:**

No file chosen

Files must be less than **2 MB**.

Allowed file types: **bmp eps tif pict txt rtf pdf doc docx ppt pptx odp xls xlsx ods xml**.

▸ **Other**

▸ **Other**

**Per Diem**

**Select one of the following:**

- Full Per Diem
- Partial Per Diem
- No Per Diem

**What is per diem?** Per diem is an allowance for meals and incidental expenses (meal tips, bellhops, porters, personal telephone calls) that the traveler needs to purchase during the course of an official university business trip, provided by CU based on the federal government policy - <https://www.gsa.gov/>. Because per diem is provided, individual meals during travel will not be reimbursed unless the meal qualifies as an **official function**.

**List the days and meals that you are requesting per diem for:**

Please pay per diem for all meals for Jan 4, dinner only Jan 5-7, all meals Jan 8-9

**Were any meals provided by the conference or hotel?**

- Yes
- No

Meals that are provided to the traveler need to be deducted from the per diem issued. Examples of this are continental breakfasts provided by the hotel or meals available through the conference. Use this field to explain what meals you should be issued per diem for.

**List the days/meals that were provided:**

Breakfasts provided by hotel and lunch by the conference Jan 5-7

Did this trip include personal travel?

- Yes  
 No

Select "Yes" if the traveler included personal time on their trip, like extending their stay beyond the end of a conference, for example. Additional information may be required, like an airfare comparison quote that confirms the university did not incur any additional expenses due to the personal time spent at the destination.

### Report totals

Total expenses for this trip (not including per diem)

\$ 2,643.82

Enter the total amount of all expenses listed on the form here. This amount includes airfare, expenses paid on travel card, and amounts to be reimbursed.

Estimated per diem (optional field)

\$

If you know how to calculate per diem, enter the amount here. However, this field is optional and can be left blank. The FSC technician can calculate the amount and fill in this blank for you while processing the expense report.

Total amount for this report:

\$

Would you like to limit the reimbursement amount?

- Yes  
 No

Sometimes there are limited funds available, and the traveler or department wants to limit the amount being reimbursed. When you select "Yes", a field will populate where you can set that limit for the report.

Speedtype \*

11000000

Enter the full 8-digit speedtype that you would like the expenses to be charged to. Select "Yes" if payment needs to be allocated between multiple speedtypes, and additional fields will populate.

Amount

\$

Do you need to split the total expense amount to more than one speedtype?

- Yes  
 No

### Additional comments

Unsure of per diem amount to calculate the report total, but please charge the full amount to the speedtype listed.

Use this field to explain any additional details or context that you think will be helpful for your technician.

### Email confirmation

Would you like an emailed copy of this form sent to you?

- Yes  
 No

If you are a department administrator and would like to be automatically copied on all submissions made in your unit, contact your FSC technician and we will set it up.

### CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

I'm not a robot



Submit