**Procurement & Travel Quick Reference Guide**

|  |  |  |  |
| --- | --- | --- | --- |
| **Use CU Procurement Card or** **Managed Spend Card** | **Use CU Travel Card** | **Automatically Charged to** **CU Ghost/Airfare Card** | **Use Personal Credit Card or Cash** |
| * Invoices (under 5k)
* Field supplies
* Official functions (group meals for work meetings)
* Conference registration
* Non-employee parking
* Non-employee shuttle transportation
 | * Lodging
* Baggage fees
* Ground transportation
* Parking
* Car rental
* Rental car gas
* Official functions (group meals

for work meetings while in travel status) | * Flights purchased through Concur/Christopherson

Business Travel (CBT) - CBT charges $20 fee for booking airfare, but there is no fee for booking through Concur | * Individual meals while in

travel status - reimbursed based on flat per diem rates* Flights purchased through the

internet (only permitted as specified below) |

Reminders:

* The Procurement Service Center (PSC) sets policy on when a CU Procurement Card/Managed Spend Card, Travel Card, Ghost/Airfare Card or personal credit card or cash should be used to pay for goods and services; failure to comply with PSC rules can result in suspension or cancellation of Procurement, Managed Spend and Travel Cards and denial of reimbursement requests.
* In-state charges should never be taxed; ask your cashier to omit tax, as this doesn’t occur automatically.
* Tips on meals, ground transportation, etc. shouldn’t exceed 20%; reimbursement is not permitted on excess amounts.
* A Concur travel authorization is required for all trips paid for using CU funds and should be obtained before airfare, hotel or other travel arrangements are booked.
* For external sponsored project funded travel (not gift funded, and not internal grant funded, ie. CARTTS, ASFE, Bev SEARS, etc.), in addition to a Concur travel authorization, you must complete the [Sponsored Project Travel Form | Department of Environmental Studies | University of Colorado Boulder](https://www.colorado.edu/envs/faculty-staff/sponsored-project-travel-form).
* A comparison quote from Christopherson Business Travel (CBT) is required if purchasing internet airfare; internet airfare must be substantially lower than CBT quote - see [Internet Airfare | University of Colorado (cu.edu)](https://www.cu.edu/psc/travel/booking-travel/internet-airfare) for more information.
* Itemized receipts are required to reimburse/reconcile all charges except individual meals while in travel status (these are reimbursed based on flat per diem rates).
* A business purpose for each charge must be supplied explaining how it benefits the department, project or program when reconciliation/reimbursement is requested.
* Speedtype(s) should be checked for sufficient available funds before travel arrangements are made and before reconciliation/reimbursement is requested.
* Reconciliation/reimbursement requests should be submitted to Kylie Cook, Financial Service Center (FSC) Tech via FSC forms.

Links to FSC procurement and travel forms:

* [Procurement Card Purchase Receipt Form](https://www.colorado.edu/asfacultystaff/content/fsc-procurement-card-purchase-receipt-form)
* [Travel Reconciliation Form](https://www.colorado.edu/asfacultystaff/node/1731/)

Other useful links:

* [Sponsored Projects Travel | Office of Contracts and Grants | University of Colorado Boulder](https://www.colorado.edu/ocg/manage-awards/travel-expenditures-sponsored-projects)
* [Fly America Act | Office of Contracts and Grants | University of Colorado Boulder](https://www.colorado.edu/ocg/fly_america_act)
* [International Travel | Research & Innovation Office | University of Colorado Boulder](https://www.colorado.edu/researchinnovation/export-controls/international-travel)
* [Travel | University of Colorado (cu.edu)](https://www.cu.edu/risk/travel)
* [Full Service Booking Through an Agent | University of Colorado (cu.edu)](https://www.cu.edu/psc/travel/booking-travel/full-service-booking-through-agent)
* [Calculating Reimbursable Mileage and Ground Transportation | University of Colorado](https://www.cu.edu/psc/calculating-reimbursable-mileage-and-ground-transportation)
* [Smart Traveler Enrollment Program (state.gov)](https://step.state.gov/)
* [Concur Request: Creating and Submitting Travel Pre-Approval Requests](https://pschelp.cu.edu/s/article/Concur-Request-Creating-and-Submitting-Travel-Pre-Approval-Requests)
* [Concur Expense: Adding and Managing Itineraries and Per Diem/Meals (Travel Allowance) for Employees](https://pschelp.cu.edu/s/article/Concur-Expense-Adding-and-Managing-Travel-Allowances-Per-Diems-Employees)Last Revised 07/19/2024