



ICS Travel Guide

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For some more general CU Boulder information about travel on sponsored projects, please refer to:

<https://www.colorado.edu/ocg/manage-awards/travel-expenditures-sponsored-projects>

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PLEASE READ FIRST ME FIRST!

Hi ICS traveler - you're thinking of traveling on university business - great! Before starting your booking, some quick guidance and a few things to note.

Your [Portfolio Manager](#) is always your first point of contact for anything travel related!

- **ALL TRAVEL MUST BE AUTHORIZED BEFORE TRAVEL** with an [ICS travel authorization \(TA\)](#).
- If you are NOT the PI on the funding source (grant/project), please make sure you have written PI approval for your travel and attach it to the TA.
- Please make sure you have a [TANGIBLE justification](#) for your travel. ***Simply 'meeting the dissemination requirements of a project' is not enough.*** Where and why are you going? How does this travel directly benefit and/or relate to the project that is supporting your travel (e.g., presenting data from project)?
 - Please contact your portfolio manager for tangible and concrete justification and speedtype split allocation guidance if you are going to travel across multiple projects in one trip!

PLEASE PLAN TO SUBMIT YOUR TRAVEL PLANS AS SOON AS YOU KNOW YOU'RE TRAVELING (and wherever possible, at least 4 weeks in advance).

- All **airfare** must be booked through Concur OR [Christopherson Business Travel](#) (the University's travel management agency).

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- Christopherson will charge you \$20/transaction for the use of a travel agent but this is often worth the cost - we promise!
 - Any airfare purchased through an internet site will **NOT** be reimbursed.
 - Airfare needs to comply with the [FlyAmerica Act](#). Please contact your Portfolio Manager if you have any questions around this. See the OCG [Decision Guide](#).
 - If you are including any personal travel or traveling from a destination that is not your home you must obtain a comparison quote ***up front*** from Christopherson. Please consult your Portfolio Manager for the needed comparison quote parameters.
- Once your trip is complete, you will fill out an **ICS Travel Reimbursement Form** (your portfolio manager will have this).

Christopherson Business Travel Contact Information

Email: cutravel@cbtravel.com

Toll Free Phone: 1.855.462.8885

Local Phone: 303.694.8744



USE OF UNIVERSITY AND PERSONAL CARDS DURING TRAVEL

ALLOWED

Travel Card	all travel expenses allowed EXCEPT airfare (e.g., allowed = hotel reservations or other accommodations, meals*, incidentals, ground transportation, parking)
Personal Card	hotel reservations or other accommodations, meals, incidentals, ground transportation, conference/event registration allowed
PCard	conference/event registrations allowed (preferred method!)

**preferable to use personal card for meals; ICS recommends per diem reimbursement*

NOT ALLOWED

Travel Card	purchasing airfare not allowed
Personal Card	purchasing airfare not allowed
PCard	anything other than registrations not allowed (meals, incidentals, hotel reservations/other accommodations, ground transportation, etc.)

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MEALS

You will be reimbursed for meals using the [per diem rates](#) for wherever you are. We do not need meal receipts for per diem.

In ICS, we prefer that you do NOT use a travel card for your meals so that granting you per diem is easier! Additionally, if you are attending a conference and there are meals provided by the hosts, you cannot be reimbursed for those, regardless of whether you ate them or not.

For **group meals/official functions**: please contact your portfolio manager. Note that alcohol will not be reimbursed.

FOR BOOKING PURPOSES

Group Travel

Group travel is when one member of a group will be coordinating shared expenses (e.g., registrations, ground transport, meals, etc.).

Please contact your portfolio manager for guidance and advice before booking.

Airfare

Book airfare using Christopherson or through Concur. Airfare must comply with the [FlyAmerica Act](#).

- If you are including any personal travel or traveling from a destination that is not your home you must obtain a comparison quote ***up front*** from Christopherson. Please consult your Portfolio Manager for the needed comparison quote parameters.
- Any airfare purchased through an internet site will **NOT** be reimbursed.

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Lodging

Book your hotel online (i.e., through a particular hotel's booking system). You can use Concur but you will be required to give personal credit card information to Concur and will be charged immediately.

- **Note:** we do NOT recommend booking lodging through travel sites like hotels.com, booking.com, etc. They generally do NOT provide itemized receipts and non-itemized receipts cannot be reimbursed.
- For sponsored project travel: Lodging needs to be booked at the conference/event hotel *or* you can only be reimbursed up to [GSA rates](#) if not the conference/event hotel.

**MAKE SURE TO GET ITEMIZED RECEIPT including base rates, taxes, etc.
It should show your name and proof of payment.**

See examples of receipts in [Helpful Resources](#) section.

Ground Transport (Rental cars, rideshares, mileage, etc.)

If using **rental car**:

- If booking a [rental car online through Concur](#), your personal credit card will be charged.
- If you rent a car in person (i.e., not using Concur), make sure you rent from one of the preferred agencies (Avis, Budget, National, Enterprise, and Hertz).

Insurance: If booking with a Travel Card or through Concur, decline insurance for domestic preferred cars (Avis, Budget, National, Enterprise, and Hertz). The University provides liability coverage. However, accept insurance for international and non-preferred vendors.



**MAKE SURE TO GET ITEMIZED RECEIPT for car rental and gas.
It should show your name and proof of payment.**

If using **rideshares** (Uber/Lyft/etc.) - **YOU CANNOT TIP OVER 20%**. Anything tipped over 20% must be reimbursed to the university.

MAKE SURE TO GET ITEMIZED RECEIPT for rideshares. Many will include start and end points, which is great! It should show your name and proof of payment.

(Can you tell this is important? 😊)

If using **public transportation**, please make sure to keep receipts for any and all public transportation used!

- Shareable bikes, scooters, etc. - please keep receipts!

For **mileage reimbursement** - please make sure you have start and end addresses for each trip (one-way or round-trip). For each trip, you must have a robust business purpose. Commuting miles (i.e., the miles used between your home and place of work) will be subtracted from the total mileage, and therefore, from your ultimate reimbursement.



FLOW FOR DOMESTIC TRAVEL

1. **BEFORE traveling:** submit the ICS travel authorization (TA) form ([found here](#)). This will collate the important information for you and your portfolio manager all in one place. In order to minimize back and forth with your PM, please:
 - a. Make sure you have a **speedtype (ST) or funding source** ready.
 - b. Make sure your **business justification** is detailed and robust ([Examples can be found here](#)).
 - c. If you are **NOT the PI on the grant/project, make sure you have PI approval in writing** (email is fine). You will be asked to attach this as a document in the TA.
2. If all is appropriately documented, the TA will be approved in 48-72 business hours.
3. Your portfolio manager will email you the completed and approved TA as well as [information on ICS and university travel policies and regulations around reconciliation](#) (access with CU Boulder email address). PLEASE read this carefully to make sure you collect all appropriate documentation during your travel.
4. Enjoy your trip!

FLOW FOR INTERNATIONAL TRAVEL

[International travel](#) follows similar guidelines as for domestic **BUT travel authorization happens outside of ICS as well. Therefore it can take up to FIVE (5) business days to be approved.** Please take this into consideration when submitting for international travel.

YOU MUST REGISTER YOUR INTERNATIONAL TRAVEL USING BOTH THE ICS TA AND IN CONCUR. Your portfolio manager will help you through this process.

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Export control: Please check out [this page for information on Export Control](#). You will need to work with the Office of Export Control if you plan to travel internationally with sensitive equipment or information ([see here for definitions](#)).

Emergency, medical, evacuation coverage: CU provides coverage through [GeoBlue](#). Please use the CU Access Code Number QHG99999UCBT and check out their site for more information.

Travel assistance and consulting services: CU provides coverage through [International SOS](#). Flights booked through Concur (should be all your flights!) are uploaded automatically to their system. The CU member number is: 11BCASooooo6.

Please always check the [OCG International Travel Page](#) for up-to-date information for access and member codes and other important information.

COMBINING PERSONAL AND BUSINESS TRAVEL

- If you are traveling with, e.g., family members, you will most likely need to use Christopherson to book your tickets for proper allocation to university and personal funds (and this will incur \$20/transaction).
- If you are adding personal days, **it is University policy that you provide a comparison quote**. To avoid the risk of non-reimbursement, it is ICS policy that you use Christopherson (cutravel@cbtravel.com) to provide this comparison quote (this is free!).
- Once you return, you will need to provide your portfolio manager with detailed information about which days are personal so they can correctly allocate expenses.

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RETURNING FROM TRAVEL

Upon your return, within **one (1) week**:

- a. Email your portfolio manager with the ICS travel reimbursement form, the receipts, and appropriate documentation in ONE email. **Make sure you're accounting for EVERYTHING you'd like reimbursed!** Small items like Uber trips, poster printing, public transportation tickets, parking fees, tolls, mileage, etc. all need documentation and receipts. Take your time to ensure that you are submitting everything you'd like reimbursement for.
- b. If you're claiming per diem, please provide confirmation which, if any, meals were provided by your conference/hosts during your travel (also included in Travel Reimbursement Form).

From submission of receipts to your reimbursement, please expect up to **30 days** for all the paperwork to be submitted, checked, and approved within ICS.

- Please respond in a timely manner to all communications from your portfolio manager around travel reimbursements! We work as diligently as we can to make sure everything is correct so that it can be submitted correctly the ***first*** time.

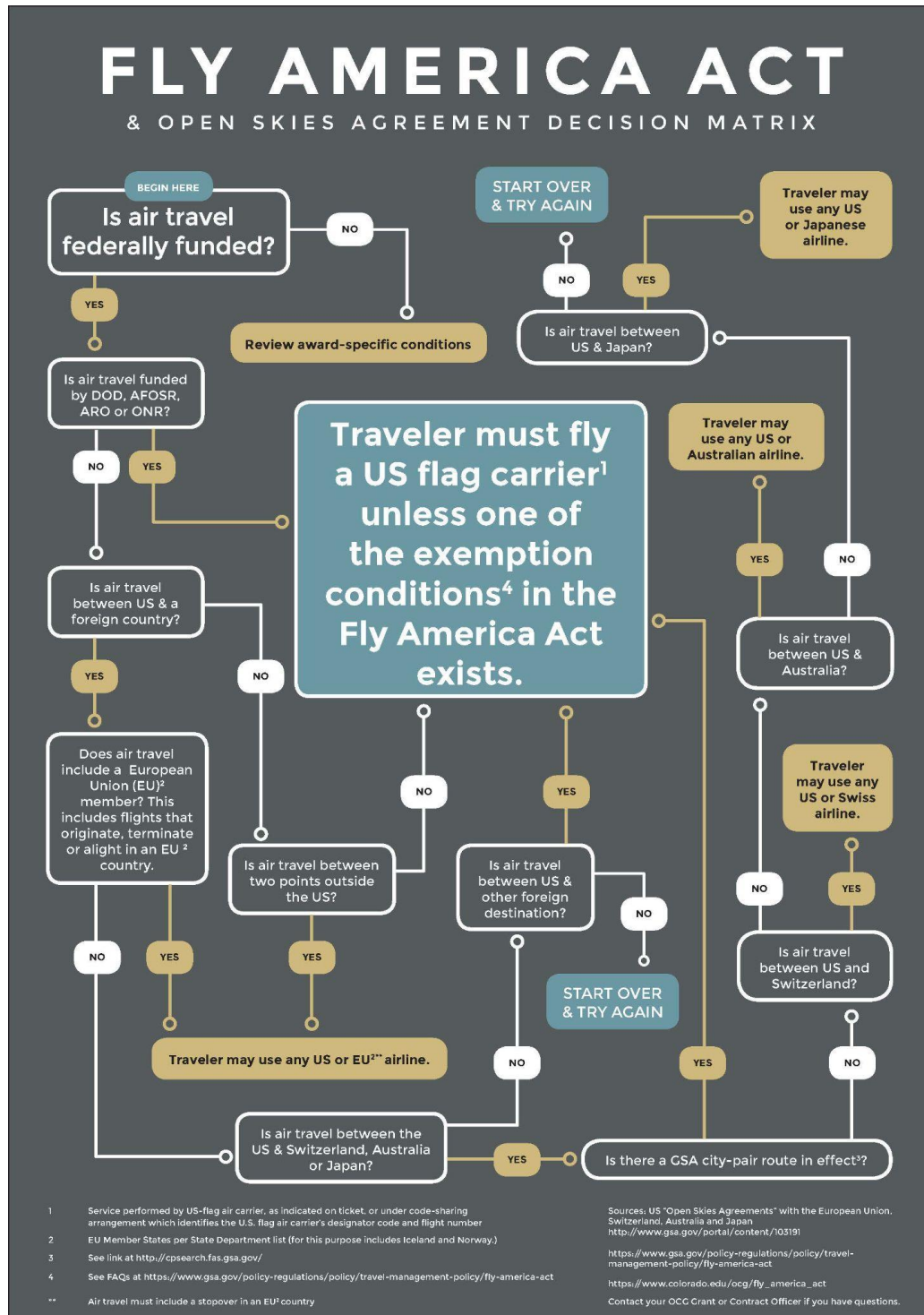
Your timeliness in responding to clarification questions is very appreciated!

- Please note that there is IRS tax withholding for outstanding charges more than 90 days old!



HELPFUL RESOURCES

FlyAmerica Decision Matrix



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Email: cutravel@cbtravel.com

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Examples of Bad vs Good Itemized Lodging Receipt

This is an example of a BAD receipt: there is NO itemization.



Thanks! Your booking is confirmed at Eurostars Magnificent Mile

1 message

Bookaahotels.com <no-reply@bookaahotels.com>

Reply-To: "Bookaahotels.com" <no-reply@bookaahotels.com>

To:

2023 at 12:47 AM



Thanks, [REDACTED]

Your booking in Chicago is confirmed.



Eurostars Magnificent Mile is expecting you on **June 18**



You can cancel for FREE until [REDACTED]



Make your trip even more special. [See if you can get a better room](#)

Easily make changes online to all your bookings by [creating a password](#).



Travel support

Look up the necessary info before traveling to a destination as touristic travel might not be allowed yet. In case your travel plans change and you want to modify your booking, check your options to manage the reservation by clicking the link below.

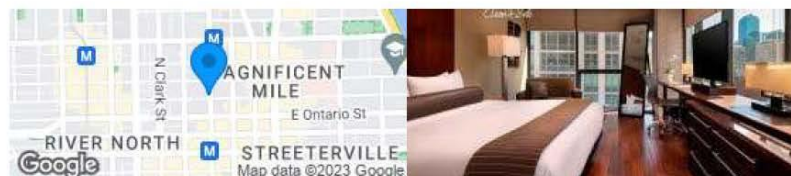
[Modify your booking](#)

Eurostars Magnificent Mile Business trip 4-star hotel

660 North State Street, River North, Chicago, IL 60654, United States of America - [Show directions](#)

Phone: +1 312-202-6000

[Email property](#)



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Get the print version

Your reservation

5 nights, 1 room [Change](#)

Check-in

[REDACTED] (from 3:00 PM)

Check-out

[REDACTED] until 12:00 PM)

Booking number

3478426522

PIN Code

0590

Booked by

[REDACTED]

1 Deluxe Room

11.90 % TAX is included.

1 % local city tax is included.

4.50 % City tax is included.

Total Price

\$1,032.83

Please note: additional supplements (e.g. extra bed) are not added to this total.

Payment info

You've paid **\$1,032.83** for this booking.

May 20, 2023

[REDACTED]

Paid **\$1,032.83**

Is everything correct?

You can always view or change your booking online – no registration required.

- [Review our online security tips](#)
- [Change dates](#)
- [Edit guest details](#)
- [Request early check-in or late check-out](#)
- [Change your room](#)
- [Contact the property](#)

Room Details

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The CU Boulder Office of Contracts and Grants Guidelines requires that we (ICS) “ensure proper documentation exists and is retained to support appropriateness of all sponsored project expenditures. This documentation responsibility is required regardless of dollar amount.”



This double room features air conditioning, tea/coffee maker and bathrobe.

Guest name	<div>██████████</div> Edit guest name
Max capacity	2 guests max, with a maximum of 2 adults. Your total price is based on the rate for the number of booked guests (1 adult). Extra prices may apply for additional guests – up to the max capacity.
Room size	334 ft ²
Meal Plan	There is no meal option with this room.
Cancellation policy	You can cancel for free until 1 day before arrival. If you cancel within 1 day of arrival, the cancellation fee will be the cost of the first night. If you don't show up, the no-show fee will be the same as the cancellation fee.
Cancellation cost	<ul style="list-style-type: none">• until <div>██████████</div> 2023 11:59 PM [CDT]: \$0• from <div>██████████</div> 2023 12:00 AM [CDT]: \$196.89 <div>Cancel your booking</div>

Special Requests

I am travelling for business and I may be using a business credit card.

Approximate time of arrival: between 09:00 and 10:00

Early check-in. My flight arrives at 9:15am

Important Information

Guests are required to show a photo ID and credit card upon check-in. Please note that all Special Requests are subject to availability and additional charges may apply.

A damage deposit of USD 100 is required on arrival. This will be collected by credit card. You should be reimbursed within 7 days of check-out. Your deposit will be refunded in full by credit card, subject to an inspection of the property.

Payment

This property accepts the following forms of payment:

American Express, Visa, Euro/Mastercard, Discover, Cash is not accepted

[Change credit card details](#)

Booking Conditions

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**Cancellation policy**

You can cancel for free until 1 day before arrival. If you cancel within 1 day of arrival, the cancellation fee will be the cost of the first night. If you don't show up, the no-show fee will be the same as the cancellation fee.

Guest parking

Private parking is possible on site (reservation is not needed) and costs \$60 per day.

Internet

WiFi is available in all areas and is free of charge.

Need help with your reservation?

American Airlines

Contact the property

Phone: +1 312-202-6000

Manage your booking

You can [view your reservation](#) or [make changes](#) online anytime.

Travel with peace of mind

Find info about traveling safely in our [safety resource center](#)

Find more [local emergency phone numbers](#) to help give you complete peace of mind during your stay in USA.



EUROSTARS
MAGNIFICENT MILE
★★★★

This is an example of a GOOD receipt, with proper itemization.

NL805734958B01
BOOKING.COM BV
HERENGRACHT 597
1017 AMSTERDAM - Netherlands
Party: 100106

BOOKING.COM BV
HERENGRACHT 597
1017 AMSTERDAM - Netherlands
COPY

Invoice N: ML3O011164 / 06.18.2023

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Voucher	Reservation	Main Guest Name	Checkin	Checkout	Room	PAX
3478426522	SY:223589 / IDS:3478426522	[REDACTED]	06.18.2023	06.23.2023	2310	1

Date	Item	Quan.	Unit Am	%Tax	Am. w/o tax
06.18.2023	Room Only Meal Plan	1	0.00	12.90	0.00
06.18.2023	Room	1	175.95	12.90	175.95
06.18.2023	City tax	1	7.92	0.00	7.92
06.19.2023	Room Only Meal Plan	1	0.00	12.90	0.00
06.19.2023	Room	1	175.95	12.90	175.95
06.19.2023	City tax	1	7.92	0.00	7.92
06.20.2023	Room Only Meal Plan	1	0.00	12.90	0.00
06.20.2023	Room	1	175.95	12.90	175.95
06.20.2023	City tax	1	7.92	0.00	7.92
06.21.2023	Room Only Meal Plan	1	0.00	12.90	0.00
06.21.2023	Room	1	175.95	12.90	175.95
06.21.2023	City tax	1	7.92	0.00	7.92
06.22.2023	Room Only Meal Plan	1	0.00	12.90	0.00
06.22.2023	Room	1	175.95	12.90	175.95
06.22.2023	City tax	1	7.92	0.00	7.92

	%Tax	Am. w/o tax	Tax Am.	Total:
Non VAT Subject	0.00%	39.60	0.00	
County Tax	1.00%	879.76	8.80	
MPEA	2.50%	879.76	21.99	
State Tax	9.40%	879.76	91.50	
		910.56	122.29	1,032.85 USD
Total:		910.56	122.29	1,032.85 USD

GOLDEN MILE HOTELS LLC - 70 West Madison St. Suite 5750, Chicago, IL 60602 - C.F. 36-4928034

660 N State St. 60654 Chicago, USA
tom@eurostarsmagnificentmile.com +13122026000 www.eurostarsmagnificentmile.com

or dollar amount.



Cost Principles and OCG Travel FAQs

ICS uses the University Cost Principles, based on the US Office of Management and Budget's Uniform Guidance principles.

Please see here for more information:

Campus Controller's Office: Charging Travel Expenditures to Sponsored Projects Cost Principles:

<https://www.colorado.edu/controller/policies/cost-principles-policy-statement/charging-travel-expenditures-sponsored-projects>

Office of Contracts and Grants: Travel FAQs:

<https://www.colorado.edu/ocg/sponsored-projects-travel/travel-faqs>