

Procedures for CAP Travelers

Staff and Faculty Only. Have upcoming student travel? Contact CAP.Travel@ucdenver.edu

Prepare for Takeoff

Obtain Approval for Your Trip

- In-State Travel? Verbal or email approval from your supervisor is sufficient
- Domestic Travel? Use the [Travel Authorization Form](#) or a [Concur Request](#)
- International Travel? Use a [Concur Request](#)

For Concur Requests, note the following:

- Request Naming Convention:
LastName-Destination-MonthYear
- For "Submit Requests to", select HR Supervisor

Book Your Trip

- [Book flights online using Concur](#)
- Book through our Travel Agency, [Christopherson Business Travel](#), at 1-855-462-8885
- [Use Concur for Rental Cars](#) (be sure to decline additional insurance at pick-up)
- You may also make hotel reservations in Concur, but it is not required
- If you will be a local to a CU Campus, check out [CU's Preferred Hotel Program](#) for discounted hotel options.

Make Pre-Travel Purchases

If you have a Travel Card, use it for these items or contact CAP.Travel for purchasing assistance

- Registration Fees
- Lodging Deposits
- Tickets to Events

First-Time Traveler?
[Set up your Concur Travel Profile](#)

During Your Trip

Common Expenses and How to Pay for Them

Allowed Expenses, use Travel Card/Personal Funds

- Baggage Fees
- Lodging Rates
- Ground Transportation
- Rental Cars & Rental Car Gas
- Registrations or Event Tickets
- Parking
- Tips up to 20%

Sensitive Expenses, use Travel Card/Personal Funds

- Office Supplies - only for a critical business need
- Internet Services - only for official business use

Unallowed Expenses

- Airfare purchases or change fees, call [Christopherson Business Travel](#) instead
- Tips to bellhops/maids/porters cannot be reimbursed as they are included in Per Diem

This is not an all inclusive list, contact [CAP.Travel](#) if you expect to have expenses that are not listed here

Keep the Following

- Itemized receipts for all expenses, except for personal expenses or Per Diem meals
- A record of meals provided at no cost, you will need to report these on your reconciliation form

Traveling in Colorado? You can be reimbursed for [mileage](#)



Questions?

CAP.Travel@ucdenver.edu or 303-315-0023

When You Return

Submit Expenses for Reconciliation

Complete a [Travel Expense Reconciliation Form](#) for your trip and send it to [CAP.Travel](#) with all receipts

An expense report will be created for you and you will be notified when it is ready for you to review and submit for payment in Concur

Submission Time Requirements

Submit your reconciliation within 45 days of trip end, to allow processing time for a Concur expense report

Final Concur expense reports must be submitted within 90 days of trip end, otherwise all expenses will be reported as taxable income to the employee

How Will Expenses be Repaid?

Reimbursable expenses will be paid via direct deposit to the primary payroll account on file, separately from regular payroll. Travel Card and Airfare Card transactions are paid accordingly.

What if I Overspend?

In some cases, travel expenses can exceed allowable amounts and if this happens, CAP.Travel will contact you for payment

In most cases, travel expense overages cannot be covered by any kind of University funds, including Faculty Development or Start-Up funds

Interested in a Travel Card?
Contact [CAP.Travel](#) to discuss

