

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

- Domestic Travel? Use the Travel Authorization Form, send it to your approver, then to [CAP.Travel](#)
- International Travel? Approval must be obtained in Concur using an [International Travel Request](#)

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

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

Trip over 90-days away? Contact CAP.Travel for Registration Fees or Tickets instead

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 later

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

All expenses must be claimed within 90-days from the conclusion of a trip, otherwise any amount reimbursed will be reported as taxable income on your W2

How Will Expenses be Repaid?

All reimbursable expenses will be paid by direct deposit and will be issued to the primary payroll account on file but separately from regular payroll

All expenses charged to a Travel Card will be paid directly to US Bank

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

