Procedures for CAP Travelers

Internal Guide for College of Architecture & Planning Staff and Faculty Only. Have upcoming CAP 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 - No documentation required

Domestic or International Travel? Use a Concur Request to document approval, please note:
- Trip Name Convention: LastName-Destination-TripMonthYear
- For "Submit Requests to", select HR Supervisor

Adding personal time? Review the Personal Travel Combined with Business Travel information page!

It is your responsibility to ensure you have sufficient funding to travel before proceeding, fund approvers do not review requests. Check your balances beforehand and see "What if I Overspend?"

Once Approved, Book Your Trip

- Book flights online using Concur
- Book through our Travel Agency, Christopherson Business Travel, at 1-855-462-8885 ($20 fee)
- Use Concur for Rental Cars (be sure to decline additional insurance at pick-up, on most rentals)
- You may also make hotel reservations in Concur or through Christopherson, but it is not required
- If you will be a local to a CU Campus, check out CU's Preferred Hotel Program for discounts!

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

Prohibited Expenses
- Airfare purchases or change fees, call Christopherson Business Travel instead
- Tips to bellhops/maids/porters (incl. in per diem)

This is not an all inclusive list. Contact CAP.Travel or review the PSC Travel Procedural Statement 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 if you claim per diem
- "There's an app for that!" - Concur Mobile

Traveling in Colorado? You can be reimbursed for mileage and, for trips that exceed 12-hours, meal per diem

Questions?
CAP.Travel@ucdenver.edu

When You Return

Reconcile Expenses

Upon your return, all travel expenses must be reconciled on a Concur Travel Reconciliation Report (*except for items purchased for you or purchased using your Procurement Card*).

See page 2 for instructions and CAP-specific notes.

Contact CAP.Travel@ucdenver.edu if you need help!

Submission Time Requirements

Expense reports must be submitted through Concur within 90 days of trip end. You can still submit reports after this deadline, but expenses will become reportable as taxable income on your next W-2. See this page for full details on this requirement and consequences for non-compliance.

How Will Expenses be Paid?

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 adjustment or repayment.

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

Travel Card Holders! You may need to wait 1-2 weeks before starting your reconciliation to allow time for your travel card transactions to post to Concur.

Visit the page linked below for a step-by-step guide from the Procurement Service Center (PSC) on filing a travel expense report

<u>Concur Expense How-to: Reconciling Employee Travel</u> - While following this guide, be sure to review the CAP-Specific Guidance & Notes below along the way.

The <u>PSC Travel Procedural Statement</u> is a helpful reference point, as it sets forth requirements for authorizing University travel, determining travel expenses that can be covered by the University, and accomplishing the reconciliation and reimbursement process.

CAP-Specific Guidance and Notes

<u>**Creating the Report**</u>
- For Report Name, please use this naming convention: <u>LastName-Destination-MM.DD.YY(trip end date)</u> - This is what shows on Financial Reports.
- You'll need your SpeedType (funding source). Check with Denise Weber, Michelle Haynes or Stephanie Kelly if you don't know what to use. If you submitted a Concur Request, you will generally use the same SpeedType that you provided on that request, unless your funding plans changed.
- For Submit Report to, choose <u>SpeedType (Finance Fiscal Roles)</u>

<u>**Mileage Expenses**</u>
If claiming mileage, either for in-state travel or to/from DIA, be sure to review this page: <u>Calculating Reimbursable Mileage and Ground Transportation</u> and pay special attention to the information and examples on deductions. At CAP, "Normal Workdays", when these deductions apply, are Monday-Friday, regardless of your schedule. When you're applying any required deductions, use the "Deduct Commute" feature in the mileage calculator, as opposed to calculating deductions yourself.

<u>**Setting the Approval Flow**</u>
When you set the approval flow, either by using the <u>Report Timeline</u> or via the Approval Flow prompt when you submit the report, you will include 2 approvers:

1. For "SpeedType Approver", click in the box and select one of the options based on the funding you're using. This will be either:
    A. Denise Weber (most common!) - Faculty/Professional Development funds, Start-up funds, Stipends
    B. Michelle Haynes - Grants, Contracts, Fee-for-Service, Sponsored Projects
    C. Stephanie Kelly - Gift funds, General/Auxiliary Departmental funds, Extended Study funds, Other Special funds

    Don't worry too much about choosing the right person - If it's wrong, it can be forwarded to the correct approver or will be updated by Connor (below)

2. Immediately above the SpeedType Approver field, click "+Add Step" and enter <u>Rumsey, Connor F.</u> as an additional approver prior to the SpeedType Approver.

In the end, the approval flow should look like this, with variation in the SpeedType Approval person based on funding source:

Edit Approval Flow

+ Add Step

User-Added Approver *

| Rumsey, Connor F. (connor.rumsey@ucdenver.edu) ✕ ⌄ | Delete |

+ Add Step

SpeedType Approval

| Weber, Denise A. (denise.weber@ucdenver.edu) ✕ ⌄ |

+ Add Step