



COLORADO DEPARTMENT OF AGRICULTURE

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Administrative and Financial Services

# Travel Policies and Procedures

Effective October 1, 2007

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## **1 DEFINITIONS:**

Approving authority – An individual delegated the authority, in writing, by the chief executive officer of the state agency or institution of higher education to approve matters related to official travel.

Commercial Lodging – Any accommodations that are available or offered for the use by a traveler for which a rental schedule has been established and payment is required for its use.

CONUS - The 48 continental United States, including the District of Columbia.

Electronic Signature – Any identifier or authentication technique attached to or logically associated with an electronic record that is intended by the person using it to have the same force and effect as a manual signature and that complies with the rules prescribed by the Director of the Department of Personnel & Administration for governmental transactions with the state agencies and institutions of higher education. “Electronic signature” includes digital signatures.

Expenses Incurred for the Benefit of the State – Expenses incurred that enable a state employee or a state official to perform their assigned duties or enable a state agency or institution of higher education to carry out the responsibilities required by law.

In-State Travel – Travel within the State of Colorado and to the immediate area outside the State that is a necessary part of an otherwise “in-state” trip.

International Travel – Travel to any destination not considered in-state or out-of-state.

Out-of-State Travel – Travel within CONUS, other than Colorado. Also travel to Alaska and Hawaii.

Political Expenses – Expenses incurred in relation to activities that are primarily designed to further the interests of a candidate, political party, or special interest group.

State Central Travel Card – The travel card provided to state employees through the Statewide Travel Management Program (1CCR 103-1.).

Transportation – Travel by commercial airline, railroad, bus, taxicab; state-owned, leased, or personally owned automobile or airplane; or any other means of conveyance.

## **2 INTRODUCTION AND GUIDELINES**

### ***2.1 General Guidelines***

This policy and procedure describes the process for reimbursement to state employees or state officials.

Travel charged to the State, regardless of the funding source, shall be for the benefit of the State and completed using the most economical means available which will satisfactorily accomplish the State's business.

The traveler shall determine those expenses incurred for the benefit of the State and request reimbursement for only those expenses. The approving authority shall review the expenses claimed by the traveler and authorize reimbursement for only those expenses incurred for the benefit of the State. The approving authority may require documentation in addition to documentation prescribed by these fiscal rules that is deemed necessary or advisable in order to review expenses and authorize reimbursements.

### ***2.2 Board and Commission Members Travel***

Allowances for members of statutory boards or commissions are allowed.

Board and commission members shall be paid in accordance with the statutory provisions establishing the board or commission. Board members may be reimbursed for actual and necessary expenses incurred in the performance of their duties. These actual and necessary expenditures should be reasonable under the circumstances and the board or commission member should be made aware that public funds are the source of the reimbursement.

Board or commission members may also be reimbursed for childcare services. The chief executive officer, or a delegate, of the state agency or institution of higher education shall determine the need for childcare reimbursement. Reimbursement shall not be made to a family member and receipts shall be furnished with the reimbursement request.

### ***2.3 Travel Compliance Designee***

The Statewide Travel Management Program requires each department to name a Travel Compliance Designee (TCD). The Department has named Mike Lucero, Accountant and Payroll Officer for Accounting and Financial Services, as the Department of Agriculture's Travel Compliance Designee. As such, he has the authority and responsibility to create policies and procedures for the Department to implement the Travel Management Program. He can be reached at (303) 239-4127 or by email at [mike.lucero@ag.state.co.us](mailto:mike.lucero@ag.state.co.us).

It is a supervisor's responsibility to notify the Department's (TCD) to terminate or suspend the travel card when an employee is on administrative leave, suspended, terminated, or transferred. The TCD should confirm the traveler's account has been closed or suspended and notify the supervisor and / or the person who made the request.

## 2.4 Accountability

While traveling on Department of Agriculture business, every traveler is responsible for controlling expenses at a reasonable level, ensuring that the Department receives adequate value for the amounts expended. The traveler must keep adequate documentation of expenses. Registration fees paid by the traveler require a receipt regardless of the cost.

Reimbursement for travel expenses, when personal and professional travel is combined, may not exceed the lowest available cost of a direct or uninterrupted route.

The cost of the lowest available direct or uninterrupted route must be documented with the expense report based on a quoted preferred travel agency rate for the period of travel. If the traveler uses an indirect route or interrupts travel by direct route for personal convenience, any additional expenses incurred will be the sole responsibility of the traveler.

The Department of Agriculture will not reimburse additional expenses incurred from spouse/personal guest travel.

## 2.5 Travel/Cash Advances

The statewide VISA Central Travel Card is widely accepted; therefore travel/cash advances are not automatically authorized. Travel/cash advances may be requested from Administrative Services if the travel/cash advance cannot be obtained from the VISA Central Travel Card. Under no circumstance shall a travel advance be requested from the state in excess of the statutory limit. (**Colorado Revised Statute, 24-30-202 {20.1}**), establishes the maximum authorized amount for the travel advance.

Travel advances requested from the state must be authorized by the approving authority, approved by the chief financial officer, or a delegate, of the state agency or institution of higher education, and contain the following statement, signed manually or electronically by the traveler:

“I hereby appoint and constitute the State Controller or delegate my attorney-in-fact for the purpose of receiving all funds due me and reimbursing the State of Colorado there from and may demand and receive any monies or credits payable to me from the State of Colorado to the extent necessary to accomplish said reimbursement.”

It shall be the responsibility of the chief financial officer, or a delegate, to take steps necessary to assure that each travel advance received from the state is repaid or documented via reimbursement voucher within 60 days after the conclusion of authorized travel.

To be considered for having the cash advance feature on the VISA Central Travel Card activated, a traveler will have to demonstrate a repeated need for cash advances (**only in the case of International travel**). If a traveler's circumstances require the use of the cash advance feature, please contact Mike Lucero at (303) 239-4127.

If a traveler has the cash advance feature activated, the following policies will apply. A travel/cash advance of 20% of the card limit or less, shall be obtained by using the State Central Travel Card when approved. Cash advances may be obtained by accessing an ATM with the Central Travel Card. Visa Central Travel Card and ATM fees are reimbursed for one cash withdrawal per trip or one per week, if the trip extends beyond one week.

A receipt for reimbursement is required for ATM fees. Cash advance limits are set at 20% of the card limit not to exceed the 20% per occurrence. Cash advances are only authorized for international travel expenses that cannot be directly charged to the Central Travel Card. Cash advances are not authorized for such travel expenses totaling less than \$100 and no withdrawals for amounts less than \$100 will be allowed nor will fees for such cash advances be reimbursed. The Travel Advance form can be located at:

[http://www.state.co.us/gov\\_dir/gss/cen/travel1/stmp/traveladvance\\_form.htm](http://www.state.co.us/gov_dir/gss/cen/travel1/stmp/traveladvance_form.htm)

The VISA Central Travel Card cash advance fee is set at two percent (2%) per transaction for ATM transactions with a minimum fee of \$2.00. The fee will show up on your memo statement. The ATM may assess an additional fee.

## **2.6 Tax Exempt Status**

When paying for travel with the Central Travel Card issued in the employee's name and tax exempt number, the transactions ARE tax exempt.

“In order for a government entity to take advantage of the tax exemption, the purchase must be made with a prescribed government form or purchase order, and paid for directly to the seller by warrant or check drawn on governmental funds, [Reg. 39-26-114.1 (a) (I)] or via credit card in the name of the exempt governmental agency. “ (Colorado Dept of Agriculture, Sales Tax Exemptions for Government Purchases) When the charges are paid by the employee/traveler, the exemption does not apply.

## **2.7 Business Mileage**

Reimbursement is allowed for actual business mileage traveled when using a privately owned vehicle for business purposes only when the Approving Authority has authorized the use of the privately owned vehicle. Employees shall normally be reimbursed at the mileage rate designated for two-wheel drive vehicles. Employees shall only be reimbursed at the mileage rate designated for four-wheel drive vehicles when the use of four-wheel drive is actually engaged due to road, terrain or adverse weather conditions.

Commuting expenses incurred in traveling between an employee's residence and a primary work location is non-reimbursable employee expenses. However, upon approval of the appointing authority, an employee may be reimbursed for use of a personal automobile when commuting between his/her residence and a temporary work location. Reimbursement shall be for the number of miles between the employee's residence and the temporary work location, or the employee's regular work location and the temporary work location, whichever is less. CRS 24-9-104(2), establishes the mileage rate to be used for reimbursement for official state travel.

# **3 VISA CENTRAL TRAVEL CARD**

## **3.1 How do I get a State Issued Central Travel Card?**

To request a State Issued Central Travel Card, complete a “State Travel Cardholder Agreement” and have your Travel Compliance Designee approve it. The completed and approved form should then be forwarded to:

Colorado Dept. of Agriculture  
Attn: Mike Lucero  
700 Kipling Street, Suite 4000  
Lakewood, CO. 80215

Card orders are placed when the applicant has agreed to adhere to all rules and policies set forth herein and a signed agreement form is received. It will take 1 to 2 weeks from the time the order is placed until you receive the card in the mail at your home or your place of business.

The form can be found at:

[http://www.state.co.us/gov\\_dir/gss/cen/travel1/stmp/event\\_cardholder\\_agreement.pdf](http://www.state.co.us/gov_dir/gss/cen/travel1/stmp/event_cardholder_agreement.pdf)

### **3.2 Use of the State Issued Central Travel Card**

Use of the US Bank VISA Central Travel Card is mandatory for employees who travel at least twice in-state or once out-of-state per fiscal year to conduct business for the State. Executive Order D 005 03 states: Effective May 1, 2003, the State of Colorado will utilize the new State Central Travel credit card to facilitate transactions regarding necessary and approved state employee travel. This card provides state travelers with a means of charging their official travel expenses while receiving a wide array of added benefits at no cost.

Cash Advances are typically not offered. If a traveler requires cash advances to conduct business for the State of Colorado, the Travel Compliance Designee may approve an exception to this default. See page 3 for a discussion on cash advances.

Credit Limits for the event card are set up for \$7,500.

Official State Business Use is the only type of charge permitted on the cards. These purchases should be limited to travel related expenses such as rental cars, hotels, airfare, and ground transportation in some cases. **The Central Travel Card is not to be used for incidental purchases such as meals, phone calls, room service etc.** Travelers are allowed to make Internet airfare purchases on the central travel card if all state and agency policies are followed (see Airlines on page 8).

### **3.3 Benefits**

Convenience is offered to state travelers through a universally recognized and accepted VISA Central Travel Card.

Insurance provided by the US Bank Central Travel Card provides primary collision damage waiver (CDW) coverage on rental cars to the full value of the vehicle. The card will not provide CDW coverage on vans with capacity for 15 passengers, cargo vans or trucks (Enterprise excluded). With the US Bank travel card, any traveler renting a 15-passenger van, truck, or cargo van must buy collision damage waiver insurance provided by the rental card firm (Enterprise excluded). The US Bank central travel card also provides up to \$500,000 in accidental death and dismemberment insurance on common carriers - airlines, trains, limousines and shuttles. Travelers will also have lost baggage coverage up to \$1,250 for items lost by common carriers.

Lost Card Protection is afforded to cardholders and to the State. You will not be liable for unauthorized charges that occur after you notify US Bank, by phone and in writing, of the loss, theft or possible unauthorized use of the travel event card. See Reporting Lost or Stolen Cards below.

No Annual Fee is associated with the US Bank central travel card.

Credit Activity and Bureau Notification will not be reported in connection with the US Bank central travel card.

### **3.4 Responsibilities**

Cardholder Agreements must be signed prior to issuance; all cardholders are now required to sign a cardholder agreement. The agreement clarifies the responsibilities of cardholders in areas such as restrictions on use of the card to official travel, US Bank billing terms, and access to rules via internet links regarding applicable Procurement Code provisions, Fiscal Rules and Central Services Travel Rules.

Taxes differ by type of card and liability. Individual travel card charges are NOT tax exempt; central travel cards ARE tax exempt because the charges on central travel cards are a state liability. The individual cards have contingent liability. The State is liable for any official state travel not reimbursed to the traveler, but the State is not liable for any personal or fraudulent charges.

### **3.5 Reporting Lost or Stolen Card**

If you're VISA Central Travel Card is lost or stolen, call 1-800-344-5696 immediately, day or night. Outside the US, call customer service collect at 707-461-2010. Written notice must be provided promptly to:

US Bank Customer Service  
Attn.: Corporate Card  
4325 17<sup>th</sup> Ave. SW  
Fargo, ND 58125

### **3.6 Visa Ghost Card Account**

Unique account numbers are issued for the Department of Agriculture for our approved Travel Agency Ghost Card account vendors for airfare charges. Do not use your VISA Central Travel Card to charge airfares from our Ghost Card Accounts. Check with your travel representative for the travel agency your division uses.

[http://cdaintranet/admin\\_svcs/travel\\_mgmt/ghost%20card%20travel%20award%20vendors.xls](http://cdaintranet/admin_svcs/travel_mgmt/ghost%20card%20travel%20award%20vendors.xls)

### **3.7 Reporting Fraudulent Charges**

If you suspect fraudulent activity on your central travel card:

- The cardholder must contact the US Bank Fraud Unit at 1-800-523-9078 to start a fraud case.

- Notify the Travel Compliance Designee

Please take care in protecting your account number and personal information. Important Note: US Bank will never call or email you asking you for your account number or social security number (they have this information). This technique is known as phishing and is used to steal your personal information.

## **4 OVERNIGHT TRAVEL**

### **4.1 *In-State Travel***

Prior Authorization for in-state travel may be required by the approving authority for all in-state travel, typically the supervisor (authorization from the Commissioner is not required for in-state travel).

### **4.2 *Allowances for Travel Within a Single Day***

If travel is wholly within a single day, reimbursement for lunch shall not be allowed. If, however, an employee leaves home on official business prior to 5:00 a.m. and/or remains away from home after 8:00 p.m. and the official business requires the employee to extend the workday, the approving authority may allow a meal allowance for breakfast and/or dinner for the traveler. If breakfast and/or dinner are paid for an employee while traveling in a single day, the amount paid is reportable as income on an employee's W-2. A copy of the travel reimbursement form will be submitted to the payroll office for the adjustment.

### **4.3 *Out of State Travel***

Prior written or electronic authorization by the Commissioner or designee shall be required for all out-of-state travel. Out of state travel must be approved even if there are no expenses incurred. For instance, state employees may be invited to attend a conference concerning official State business where their travel expenses are either paid directly by the sponsor or the sponsor reimburses them. The out of state travel authorization form is available at:

[http://cdaintranet/admin\\_svcs/travel\\_mgmt/Out\\_of\\_State\\_Travel\\_Request-CDA.xls](http://cdaintranet/admin_svcs/travel_mgmt/Out_of_State_Travel_Request-CDA.xls)

Any charges or liabilities incurred by the employee prior to this approval are the responsibility of the employee.

All anticipated costs should be estimated on the travel authorization form, including registration fees, rental car costs, meals, lodging, parking, etc. The approval of the Commissioner of the Department of Agriculture is required on all out of state travel authorizations. The Senior Director must sign the approval form prior to submitting it to the Commissioner.

If projected costs exceed allowances after the request has been approved, it should be resubmitted to the Commissioner or designee for re-approval with an explanation.

#### **4.3.1 *Out-of-State Travel Approval Process***

- a. All out-of-state travel requests must be routed through your Division Director for review. The Division Director will then review the request for completeness and reasonableness and will forward to the Commissioner's Office for final approval.

- b. Include with your submission a detailed description of the purpose of the trip. Incomplete requests will be returned. Details should include:
  - 1. Conference brochure, training brochure or other descriptive material.
  - 2. The classes or sessions are to be attended; or the work to be performed.
- c. Submit requests for out-of-state travel at least five-six weeks prior to the scheduled departure. This will allow one week for processing once it arrives at Administrative Services and four to five weeks for advanced booking rates.
- d. For emergency out of state travel, fax request to Administrative Services at 303-239-4160 and call Mike Lucero at 303-239-4127 for a walk through. Emergency out of state travel is less than 72 hours advance notice.
- e. Airline reservations and other commitments should not be made until the Commissioner's Office has approved the travel request.
- f. **In the case of travel to Washington D.C., the Out of State Travel request must be forwarded for approval to the Governor's office only in the case of meeting with Senators or Representatives.**

Travel can be booked once the request has an approved date from the Commissioner's Office.

#### 4.3.2 Transportation

Employees authorized to travel shall be reimbursed only for the cost equivalent of the most cost beneficial method of transportation available, which will satisfactorily accomplish the state business.

If travel includes commercial transportation and the travel tickets were purchased by the state for the traveler, ticket receipts need not be submitted with the travel voucher. If, however, the travel tickets were purchased by the traveler, a receipt shall be submitted. When a personal vehicle is used for out-of-state travel, mileage reimbursement for use of personal vehicles shall not exceed the cost of comparable coach airfare for any approved travel, based on the quoted preferred travel agency rate for the period of travel. In order to be eligible for reimbursement, the employee must obtain prior approval for the use of a personal vehicle from an approving authority.

#### 4.3.3 Airlines

All airline travel must be booked through the Department of Agriculture's designated travel agency vendors via our Ghost Card account. Authorized travel agencies are found listed in:

[http://cdaintranet/admin\\_svcs/travel\\_mgmt/ghost%20card%20travel%20award%20vendors.xls](http://cdaintranet/admin_svcs/travel_mgmt/ghost%20card%20travel%20award%20vendors.xls)

All airline fares purchased from the authorized travel agencies must be charged on the Ghost Card accounts set up through our awarded vendors list. **Do not use your Central Travel Card to charge airfares from the approved travel agencies.**

Travelers are required to use the city-pair price agreement airlines, unless an exception exists as listed below. A city pair is represented by the city of origination and a city of destination and may include round trip or one-way travel. Department of Personnel and Administration displays a list of published airfares at their web site:

Travelers must use awarded airlines for these city-pairs unless:

1. A lower fare is offered to the general public by a non-awarded airline that is not matched by the awarded airline,
2. A city-pair is not listed,
3. The traveler is inconvenienced for more than three hours by using the awarded airline, or
4. Service is discontinued by awarded airline.

This travel must also be booked through awarded travel agencies. Exception: If a traveler obtains an airfare available to the general public that is less than the State's contract airfare, but cannot be purchased through the Ghost Card account, the traveler may use their VISA Central Travel card. The traveler must provide documentation on the savings achieved and explanation as to why the airfare was not purchased through an approved travel agency. **For consistent application, and regards to United Airlines new policy on charging extra for baggage in excess of one checked bag per traveler, the State's policy is to only pay for the cost of the ticket, which includes the cost of one bag per traveler. Any additional costs of bags is to be borne by the traveler, unless they represent an extraordinary circumstance, which has a justifiable and documented business related purpose, and can demonstrate that this additional cost is solely for the benefit of the State.**

#### 4.3.4 Car Rentals

Employees authorized to travel shall be reimbursed for the cost of a rental vehicle if the use is required for business purposes and was pre-approved by the approving authority. A receipt is required for all rental vehicle expenditures. The traveler is required to use a rental vehicle approved by the State Travel Management Program. The Visa Central card, if available to the traveler, shall be used to pay for all rental vehicle expenses. Various upgrades provided at extra cost by vehicle rental companies such as satellite radio, GPS units, etc. are not reimbursable unless necessary for business or safety reasons and approved by the approving authority. The State of Colorado has mandatory price agreements with certain rental car companies and a supplemental agreement for certain in-state locations only. This requires use of the awarded vendor(s) if they:

1. Are located in the city where the rental occurs,
2. Have the category of vehicle necessary, and
3. Honor the terms of the price agreement.

Use of the VISA Central Travel card assures our rates are honored and that the collision damage insurance is not necessary (covered by VISA). When using the VISA Central Travel Card, the car rental company CDW/LDW insurance should ALWAYS BE DECLINED.

The mandatory agreements can be found at:

[http://www.state.co.us/gov\\_dir/gss/cen/travel1/stmp/boa\\_matrix.htm](http://www.state.co.us/gov_dir/gss/cen/travel1/stmp/boa_matrix.htm)

#### 4.3.5 Lodging

When employees who are traveling are furnishing their own lodging and meals, the state agency or institution or higher education may negotiate a special per diem rate for that period of travel. The rate negotiated shall be on a case-by-case basis and under no circumstance shall the negotiated rate exceed the normal per diem rates established by this fiscal rule. Lodging, meals and other reimbursable travel expenses shall only be reimbursed for the period of time necessary for the traveler to accomplish the state business. When a traveler uses an alternate method of transportation, which is authorized by the approving authority, any additional time required to complete the state business shall be charged to approved leave. Employees authorized to travel shall be reimbursed the actual cost of reasonable accommodations. Employees may be required to use approved or designated lodging facilities in certain areas to assist the state agency or institution of higher education in controlling travel costs. Receipts for lodging shall be obtained and submitted with the travel expense voucher or memo statement. Employees are encouraged to refer to the state award for lodging to receive reduced government rates. The State Lodging Directory is available at the State Travel Management Program website:

[http://www.state.co.us/gov\\_dir/gss/cen/travel1/stmp/hin\\_web.htm](http://www.state.co.us/gov_dir/gss/cen/travel1/stmp/hin_web.htm)

#### 4.3.6 Meals and Incidental Expense

If lodging, meals, or transportation expenses are included in conference fees, registration fees, or commercial transportation tickets are otherwise furnished at no additional cost to the traveler, no reimbursement shall be made for these items. If, however, meals included in these fees are deemed inadequate, and the traveler incurs an additional meal expense, reimbursement for that meal may be claimed. Meals are reimbursable while in travel status. Breakfast cannot be claimed unless departure is prior to 5:00 a.m. Lunch cannot be claimed unless return is after 1:00 p.m. Dinner cannot be claimed unless return is after 8:00 p.m. In major metropolitan areas that include more than one county, use the per diem rate for the "Key City" instead of the County rate.

Employees authorized to travel shall be reimbursed for meals, including tax and tip at per diem rates established by these Fiscal Rules. These rates will closely follow the per diem rates established by the Federal government for their employees and will be published periodically by the State Controller.

[http://www.state.co.us/gov\\_dir/gss/cen/travel1/stmp/per\\_diem.htm](http://www.state.co.us/gov_dir/gss/cen/travel1/stmp/per_diem.htm)

The authorized meal per diem reimbursement rate may be claimed for each meal the traveler would normally have eaten while traveling. **RECEIPTS FOR MEALS ARE NOT REQUIRED.**

Under no circumstances shall an employee claim more than the established per diem rate, however, an employee may claim the actual cost paid for a meal if the actual cost is less

than the per diem reimbursement rate. The actual costs of meals (including meal tips) in any day may be reimbursed up to the maximum aggregate per diem amount established for the location and time in travel status.

The incidental expense per diem is to be used for the purchase of personal hygiene items, magazines, movie rentals, personal telephone calls, and other miscellaneous items. The chief executive office, or a delegate, of an agency or institution of higher education may approve a higher incidental expense per diem rate for international travel based on the traveler's destination. Under no circumstance shall the higher incidental per diem rate exceed \$15.00 per overnight stay. Receipts for meals are not required. No alcohol can be reimbursed per the Fiscal Rules. If alcohol is purchased as part of your meal, the entire cost (including tax and tip) must be subtracted in calculating your meal reimbursement.

#### **4.3.7 Group Meals**

When larger groups eat together, effort should be made to obtain individual receipts. If the restaurant will not accommodate your request, then the acceptable alternative is for each traveler to attach a copy of the receipt to their Daily Meal Receipts form and indicate what meal cost they incurred.

#### **4.3.8 Personal Calls**

Overnight travelers are reimbursed the actual cost of one personal telephone call, not to exceed two dollars for each full day of travel.

An alternative to the \$2 a day reimbursement for personal phone calls is a prepaid phone card. The prepaid phone cards should be purchased and / or managed by the division's travel liaison/delegate. The cost and use of the minutes on the card should be managed not to exceed the cost of \$2 per day and all efforts should be made to reduce costs by using them.

#### **4.3.9 Mileage**

The use of state vehicles is encouraged. If employee is required to use his/her own vehicle, the reimbursement rate is \$.46 per mile for two-wheel drive vehicles and \$.48 for four-wheel drive vehicles. Employees shall normally be reimbursed at the mileage rate designated for two-wheel drive vehicles. Employees shall only be reimbursed at the mileage rate designated for four-wheel drive vehicles when the use of four-wheel drive is necessary because of road, terrain or adverse weather conditions.

Please refer to the Business Mileage guidelines on page 4. Mileage to and from the airport is authorized for reimbursement. If the traveler is dropped off or picked up at the airport, round trip mileage is reimbursable, however, please note that the mileage is for a round trip. The traveler's home address (or closest cross street intersection) needs to be included on the reimbursement form.

#### **4.3.10 Airport Parking**

Actual parking expenses will be reimbursed. A receipt is required for any parking expenses over \$25. There may be several options for parking. Travelers should control expenses by using the most appropriate parking service available. Division Directors have discretionary authority to require travelers to use lower cost alternatives that do not unduly inconvenience the traveler.

For your convenience several websites for parking have been added to Appendix A (below) in the State's larger cities.

#### **4.3.11 Taxi/Shuttle Fee**

Commercial transportation fees are reimbursable (shuttles, taxi, etc.). A receipt is required for individual fares over \$25.

#### **4.3.12 Other Reimbursable Travel Expenses**

In addition to lodging, meals, and transportation, the following actual expenses incurred as a necessary part of approved travel may be reimbursed:

- Reasonable tips paid by the traveler for bellhops, porters, maids and ground transportation. Tips paid in conjunction with meals are included in the meal allowance and cannot be claimed separately not to exceed 20% per fiscal rule.  
[http://www.state.co.us/gov\\_dir/gss/cen/travel/stmp/](http://www.state.co.us/gov_dir/gss/cen/travel/stmp/)
- Commercial transportation expenses paid by the traveler. A receipt is required for each individual ride in a commercial vehicle, if over \$25.
- Camping site fees paid by the traveler for a commercial camp ground or a state or national park. A receipt shall be required if over \$25.
- Parking fees paid by the traveler. A receipt is required for any single fee over \$25.00
- Registration fees paid by the traveler. A receipt is required.
- Telephone, fax, internet access, and all other similar charges paid by the traveler for official state business. A receipt is required for any single charge over \$25.00
- Toll road charges paid by the traveler.
- Traveler's checks or transaction charges for the use of the State Travel Card paid by the traveler. A receipt is required if the total amount claimed for reimbursement is over \$25.00

#### **4.4 Non-Reimbursable Expenses**

The following expenses shall **not be** reimbursed:

- Alcoholic beverages purchased by the traveler.
- Entertainment expenses paid by the traveler.
- Personal expenses incurred during travel that are primarily for the benefit of the traveler and not directly related to official purpose of the travel.
- Political expenses paid by the traveler
- The State Central Travel Card provides travel insurance while other types are not justifiable for business purposes, therefore expenses paid by the traveler for the following are not reimbursable:
  - Collision damage waiver/loss damage waiver for rental cars
  - Supplemental liability insurance on rental vehicles
  - Value premiums on airline tickets
  - Trip cancellation insurance
  - Additional liability for rental cars

- Personal accident insurance on rented vehicles
- Supplemental life insurance for airline or common carrier travel
- The cost of traffic fines and traffic tickets

## 4.5 **Exceptions to Rule**

### **Allowances for state job applicants :**

- In order to obtain the best-qualified individual for a given position in the state it may be necessary to pay interview related travel expenses for job applicants. At the discretion of the chief executive officer, or a delegate, such travel expenses may be reimbursed to the applicant at the per diem rate established by the State Controller for state employees.
- In the case of **allowances for travel by the Governor of Colorado**, security, protocol, ceremonial function, and overall time demands may require consideration not accorded any other state official or employee. Protocol may often require the spouse to travel with the Governor.

The use of state-owned aircraft, commercial or state-owned automobiles by the Governor shall depend upon time constraints and security needs.

When the Governor allocates travel costs between official state business and personal or political, the allocation shall take into account all the various factors involved in the trip.

- In some instances the purpose of **travel** may **not** be **solely for state business**. It may be partially for official business and partially for personal or political reasons. In these instances, the individual involved shall make a reasonable allocation of the expenses. Where such an allocation is made, the travel reimbursement request shall contain sufficient documentation to indicate the allocation made and the basis for the allocation.

If a state employee obtains lower rates for lodging or transportation because travel is extended for personal or political reasons, these lower rates shall apply to the business portion of the trip.

- In the case of **allowances for travel paid directly by a non-state entity**, state officials and employees may be invited to attend committee meetings, seminars, or conferences concerning official state business where their travel expenses are either paid directly by the sponsor or they are reimbursed by the sponsor. In such instances the employee may accept the invitation if the travel has been approved by their approving authority and it does not violate the “Ethics in Government” provisions of Article XXIX of the Colorado Constitution (also known as Amendment 41).
- In the case of **travel with spouse, relatives, or friends**, the state shall not reimburse the cost of these expenses accompanied by the state employee on a business trip, unless specifically provided in this fiscal rule.

Conversely, the state shall not receive any benefit from a lower travel fare resulting from the state employee's spouse, relative, or friend accompanying the employee on a business trip.

Sufficient documentation of the cost of the official business portion of the trip shall be included with the travel reimbursement voucher.

- **Allowances for travel by leased or privately owned aircraft** – A state agency or institution of higher education shall not lease an aircraft without the prior written approval of the Aircraft Section of the Colorado State Patrol in the Department of Public Safety, regardless of the source of funds. This includes the lease of any replacement aircraft for those presently operated by the state agency of institution of higher education.

A state agency or institution of higher education shall not authorize the use of a privately owned aircraft without the prior written approval from the Office of Risk Management. No reimbursement shall be allowed unless the required prior written approval has been made. **An official function form request must be submitted and approved prior to trip.**

#### **4.5.1 Receipt Waiver**

By fiscal rule, the Commissioner or designee may waive the requirement for a receipt in extenuating circumstances upon approval of a written certification by the traveler that the meal or other cost was incurred and the reason why the receipt was not obtained or available. This should be a rare occurrence. A request for waiver should be submitted to the Executive Director immediately upon return from the trip. The approved waiver should be attached to the Travel Expense form.

## **5 International Travel**

### **5.1 *Applicability***

All guidelines in the above section, Out-of-State Travel, apply to international travel. In addition, **prior written or electronic authorization from the Governor is required for international travel after the Commissioner or designee approves it.**

### **5.2 *Receipts***

Receipts should always be obtained if at all possible. The fiscal rules allow for a waiver of the receipt requirement. When international travel is planned, the traveler should consider the locations in the itinerary. If the traveler foresees difficulties with the receipt requirements for meals or other expenses due to language, currency conversion, or other barriers, then a request for waiver should be submitted with the Out-of-State travel authorization. If unforeseen problems arise during the trip, then a request for waiver should be submitted to the Executive Director immediately upon return from the trip. The approved waiver should be attached to the Travel Expense form.

### **5.3 Travel at no cost to the state**

Prior authorization by the approving authority is required for any official state business travel for which reimbursement is made directly to the state employee by the non-state organization.

## **6 REIMBURSEMENT PROCESS**

### **6.1 Required Documentation**

#### **6.1.1 Travel Reimbursement Form**

Only allowable business-related travel expenses will be reimbursed up to the limits defined in this policy. Employees seeking reimbursement for travel expenses must use form Travel Reimbursement Form.

[http://cdaintranet/admin\\_svcs/travel\\_mgmt/travelexpensereport.xls](http://cdaintranet/admin_svcs/travel_mgmt/travelexpensereport.xls)

#### **6.1.2 Daily Meal Receipts Form**

Employees seeking reimbursement for meals must also use Travel Reimbursement Form mentioned above.

#### **6.1.3 Document Processing Requirements**

To ensure prompt reimbursement to the traveler:

- a) TIMELY SUBMISSION OF REQUIRED DOCUMENTS : Upon completion of travel, a travel reimbursement voucher must be filed timely to obtain reimbursement for approved travel expenses. The travel reimbursement voucher shall contain a statement as to the purpose of the travel. The traveler has 60 days from the last day of travel to turn in their expense sheet for reimbursement. If they do not meet this deadline, the Commissioner or Deputy Commissioner must sign and approve the reimbursement. Additionally, any reimbursement being paid after the 60 days and after approval from the Commissioner's Office will be reported as income on the employees W-2. (per IRS and SCO)
- b) The form must have all required signatures. Short-term trips and mileage can be submitted on one form and turned in monthly.
- c) **REGISTRATION FEES:** The traveler should request a check 14 days prior to enrollment deadline or earlier when taking advantage of discounts for early registration. Check requests need appropriate documentation and appropriate signatures. If time does not permit the process of a check request, the traveler can either pay this expense and then be reimbursed through their reimbursement form or use of the Procurement Card is permitted. **Registration fees require a receipt, regardless of the amount.**
- d) Receipts must be original detailed vendor receipts rather than general charge card transaction slips. For control purposes, no copies will be accepted, except for meals and in extenuating circumstances as determined by the Department's Chief Financial Officer.

- e) OUT-OF-STATE TRAVEL AUTHORIZATION form must be attached to all forms of payment. (For Example: reimbursement request, registration payment and airfare payment.)

## **Central Travel Card Document Processing Requirements**

When using the Central Travel Card for your lodging, airfare and car rental costs, you will receive a memo statement from US Bank showing the activity and cost for the payment cycle (21<sup>st</sup> through the 20<sup>th</sup>). Since this is paid centrally, the memo statement will show a balance of zero to be paid. Submit this memo statement along with the receipts for the activity of the payment cycle and attach to the Travel Log form found at:

[http://cdaintranet/Admin\\_Svcs/Travel\\_Mgmt/Visa%20Central%20Travel%20Card%20log.xls](http://cdaintranet/Admin_Svcs/Travel_Mgmt/Visa%20Central%20Travel%20Card%20log.xls)

and submit to Administrative Services no later than the 15th day of the following month for correct allocation.

### **6.1.4 Electronic Funds Transfer**

Reimbursement can be made through Electronic Funds Transfer (EFT). EFT must be set up separate from the payroll system. The form can be found at.

[http://cdaintranet/admin\\_svcs/travel\\_mgmt/Employee%20EFT%20form.pdf](http://cdaintranet/admin_svcs/travel_mgmt/Employee%20EFT%20form.pdf)

### **6.1.5 When will I receive my reimbursement?**

Reimbursements are made approximately ten calendar days after receipt of a properly completed and approved reimbursement form.

## **6.2 Object Code Descriptions**

This is a list of the most common object codes for travel.

All codes listed below are for Employees unless otherwise noted.

### **6.2.1 IN STATE**

- 2511 01 In-State employee common carrier fares
- 2511 02 In-State employee common carrier fares cancellation or change fees
  
- 2512 01 In-State Per Diem (Business)
- 2512 02 In-State Per Diem (Conferences & Conventions)  
Meals & lodging, Rent-A-Car, shuttles, buses, taxicabs, registration fees  
Assoc w/travel, phone calls included in hotel billing.
  
- 2513 01 In-State personal vehicle mileage reimbursement (Business)
- 2513 02 In-State personal vehicle mileage reimbursement (Conferences & Conventions)
- 2521 In-State non-employee/board member common carrier fares
- 2522 In-State non-employee/board member per diem
- 2523 In-State non-employee/board member personal vehicle mileage Reimbursement
- 2259 Parking fee

### **6.2.2 OUT OF STATE**

- 2531 01 Out-Of-State common carrier fares
- 2531 02 Out-Of-State common carrier fares cancellation or change fees
- 2531 01 Out-Of-State Per Diem (Business)
- 2532 02 Out-Of-State Per Diem (Conferences & Conventions)  
Meals & lodging, Rent-A-Car, shuttles, buses, taxicabs, registration fees  
assoc w/travel, phone calls included in hotel billing
  
- 2533 Out-Of-State personal vehicle mileage reimbursement
- 2541 Out-Of-State non-employee/board member common carrier fares
- 2542 Out-Of-State non-employee/board member per diem
- 2543 Out-Of-State non-employee/board member personal vehicle mileage Reimbursement
  
- 2259 Parking Fee

## **7 APPENDIX A - WEBSITES**

### **7.1 Helpful Websites**

State Fiscal Rules (including per diem rates):

[http://www.state.co.us/gov\\_dir/gss/cen/travel1/stmp/per\\_diem.htm](http://www.state.co.us/gov_dir/gss/cen/travel1/stmp/per_diem.htm)

State Travel Management Program:

[http://www.state.co.us/gov\\_dir/gss/cen/travel1/stmp/](http://www.state.co.us/gov_dir/gss/cen/travel1/stmp/)

Department of Agriculture Authorized Travel Agencies:

[http://cdaintranet/admin\\_svcs/travel\\_mgmt/ghost%20card%20travel%20award%20vendors.xls](http://cdaintranet/admin_svcs/travel_mgmt/ghost%20card%20travel%20award%20vendors.xls)

Published Air Fares:

[http://www.state.co.us/gov\\_dir/gss/cen/travel1/stmp/airfares.htm](http://www.state.co.us/gov_dir/gss/cen/travel1/stmp/airfares.htm)

### **7.2 Parking Websites**

The following sites provide information and rates on parking. They are not endorsed by Department of Agriculture and are provided for convenience only. Travelers have the option to use the most appropriate and parking solution available to them and are not limited to the following:

- Denver – <http://www.flydenver.com/park/index.asp>
- Denver – <http://www.usairportparking.com/>
- Denver – <http://www.diavaluepark.com/>
- Colorado Springs – <http://www.springsgov.com/AirportPage.asp?PageID=4688>
- Colorado Springs – <http://www.usairportparking.com/coloradospringsairport.asp>
- Pueblo – [http://pueblo.us/cgi-bin/gt/tpl\\_page.html,template=1&content=831&nav1=1&](http://pueblo.us/cgi-bin/gt/tpl_page.html,template=1&content=831&nav1=1&)
- Pueblo – <http://www.usairportparking.com/states/colorado/puebloairport.asp>
- Grand Junction – <http://www.walkerfield.com/wfbusiness.html>
- Grand Junction – <http://www.usairportparking.com/states/colorado/grandjunctionairport.asp>