



# COLORADO DEPARTMENT OF AGRICULTURE TRAVEL REIMBURSEMENT FORM

Employee Name:

Employee ID:

Fiscal Year:

Month:

Purpose of Reimbursement: (Please provide a brief explanation of reason for travel and persons/agencies contacted)

  
  

**Travel Reimbursements**

For CO Travel see "Colorado Rates" tab. Use Appendix A1 to identify your out of state per diem rate:											<a href="#">Appendix A1 Per Diem Rates</a>		
Reference the State fiscal rule related to travel and allowable/unallowable expenses:											<a href="#">State of Colorado Fiscal Rule 5-1</a>		
Date	Travel Locations		Departure Time	Return Time	Mileage			Meals					
	From	To			# Miles	Rate per Mile*	Total	Breakfast	Lunch	Dinner	Incidental (\$5)	Total	
						\$ 0.52	\$	\$	\$	\$	\$	\$	\$
						\$ 0.52	\$	\$	\$	\$	\$	\$	\$
						\$ 0.52	\$	\$	\$	\$	\$	\$	\$
						\$ 0.52	\$	\$	\$	\$	\$	\$	\$
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						\$ 0.52	\$	\$	\$	\$	\$	\$	\$
						\$ 0.52	\$	\$	\$	\$	\$	\$	\$
						\$ 0.52	\$	\$	\$	\$	\$	\$	\$
						\$ 0.52	\$	\$	\$	\$	\$	\$	\$
<b>Total Travel Reimbursement:</b>							\$	\$	\$	\$	\$	\$	\$

\*Mileage rate listed is for 2WD. The State does allow 4WD reimbursement at \$.52/mile, however the need to utilize 4WD for safe travel must be documented and provided with your reimbursement in order to claim this rate.

**Per Diem Explanations:**

Please note any meals provided during trip (i.e. continental breakfast at hotel, lunch at conference, etc.). Please also provide location for meals being reimbursed at higher amount than location of stay. An example of this situation would be getting lunch during your travel in a county that provides a higher per diem amount.

  
  

**Miscellaneous Expense Reimbursements**

Use this area to record all miscellaneous reimbursements paid for personally during your travel. If lodging was not on a state card, please note amount to reimburse here.			
Date	Item for reimbursement	Explanation of purpose/reason for reimbursement	Amount
			\$
			\$
			\$
			\$
<b>Total Misc Reimbursement:</b>			\$

<b>Reimbursement Totals:</b>	Mileage \$	Per Diem \$	Less Travel Advance \$	Misc Expense \$	Total Reimbursement \$
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**Coding for Reimbursements**

Refer to the latest CDA Chart of Accounts for coding:								<a href="#">Business Operations Intranet Site</a>	
Expense	Fund	Dept	Unit	Appropriation	Activity	Program	Object*	Amount	
									\$
									\$
									\$
									\$
									\$
									\$

\*For in state travel, use object 2510 for lodging/airfare, 2512 for per diem, and 2513 for mileage. For out of state travel, use object 2530 for lodging/airfare, and 2532 for per diem.

"I certify that the statements in the above schedule are true and correct in all respects; that payment of the amounts claimed herein has not and will not be reimbursed to me from any other source; that travel performed for which an advance or reimbursement is claimed was or will be performed by me while on State Business and that no claims are included for expenses of a personal or political nature or for any other expenses not authorized by the Fiscal Rules; and that I actually incurred or paid the operating expenses of the motor vehicle for which reimbursement is claimed on a mileage basis. Further, I hereby authorize the State to deduct from my pay any amount paid to me in excess of my authorized expenses as provided by Fiscal Rule 5-1."

**Signatures & Submission Instructions**

Complete the form in entirety and to the best of your ability with as much information as possible to reduce delays in processing. Form can be used for hard signatures (paper) or email signature approvals (electronic). Only one approval is required, however Divisions have the option to implement Supervisor and Director approval if preferred. For electronic approvals, email completed travel form and documentation to your Division approver(s). In the signature field for employee & approver(s) for electronic approvals, please input "*Approved via Email*" to document approval chain. If approver(s) agrees with information, email needs to be forwarded to [cda\\_accounts payable@state.co.us](mailto:cda_accounts payable@state.co.us) for processing. Hard signature submissions should also be scanned/mailed to the same email address.

Employee Name	Employee Signature	Date
Non-Employee Name	Non-Employee Signature	Date
Non-Employee Remit Address:		
Supervisor Name	Supervisor Signature	Date
Division Director Name	Division Director Signature	Date
Commissioner's Office Name	Commissioner's Office Signature	Date

Step 1: Find the location of work performed. If you do not see the location listed below, the Standard Rate should be used.

Standard Rate	Applies for all locations without specified rates	\$51
<b>City</b>	<b>County</b>	<b>Rate</b>
Aspen	Pitkin	\$74
Boulder / Broomfield	Boulder / Broomfield	\$59
Colorado Springs	El Paso	\$59
Cortez	Montezuma	\$59
Crested Butte / Gunnison	Gunnison	\$64
Denver / Aurora	Denver / Adams / Arapahoe / Jefferson	\$69
Douglas	Douglas	\$59
Durango	La Plata	\$64
Fort Collins / Loveland	Larimer	\$59
Grand Lake	Grand	\$64
Montrose	Montrose	\$64
Silverthorne / Breckenridge	Summit	\$64
Steamboat Springs	Routt	\$74
Telluride	San Miguel	\$74
Vail	Eagle	\$74

Step 2: Select the appropriate rates for meals.

Total	Breakfast	Lunch	Dinner	Incidental Expense
\$51	\$11	\$12	\$23	\$5
\$54	\$12	\$13	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$64	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5

**Footnotes:**

1. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.
2. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.

## Frequently asked questions regarding travel:

### ***What qualifies me to receive the incidental \$5 reimbursement***

You are only eligible to claim the \$5 incidental expense reimbursement on days where you had an overnight stay.

### ***Should I use my home address or work address for mileage reimbursement***

The starting destination for your travel should be the most economical means of travel taking all aspects into consideration. If you live in Colorado Springs, work at the Broomfield office, and have a business trip to Fort Collins, it is expected that you would use your work address as the starting destination for mileage reimbursement (since you would otherwise be driving to the Broomfield office for work and commuting expenses are not eligible for reimbursement). Using the same example, if you had a full day business trip in Pueblo and traveled directly from home, you would use your home address as your starting destination. Please feel free to clarify this item with Business Operations staff if you have questions.

### ***What meals are allowed for single day travel***

If travel is completed wholly within a single day, reimbursement for lunch shall not be allowed. If, however, an employee leaves home prior to 5:00 am, you are eligible to claim per diem for breakfast. Additionally, if the employee does not return home before 8:00 pm, you are eligible to claim per diem for dinner.

### ***Should I claim the actual amount of meals while I'm traveling***

No, please reference the per diem rate table on the tab titled "Colorado Rates 10.1.16-9.30.17" for the amount to claim for each meal during your travel. This amount is based upon the destination of travel.

### ***What if a meal is included in the conference or workshop I attend***

If a meal is provided during your travel and is included in the fees paid for attendance, you are not eligible to claim per diem for that meal.

### ***Can I claim per diem for breakfast if the hotel I am staying at provides continental breakfast***

No, if your place of stay provides a continental breakfast, that is considered your breakfast and you are not eligible to claim per diem for breakfast during your stay.

### ***What documentation should I include with my travel reimbursement request?***

You should include all non-meal receipts over \$25 that were paid by you personally during your travel. You also need to provide any conference agendas to confirm per diems are not being claimed for meals provided. We would prefer you include as much documentation as you can to ensure there are no delays or questions with regards to your reimbursement.

***If my meal is more than the per diem amount, can I get reimbursed for the actual cost?***

No, you are only eligible to be reimbursed for the per diem amount listed for your destination of travel.

***I forgot to submit a reimbursement request for travel 60 days ago. Can I still submit my reimbursement request?***

Fiscal Rule 5-1, Item 9 states that a reimbursement request shall be filed within 60 days of completion of travel to allow for proper recording of expenses and to obtain reimbursement for approved travel expenses. If you have a reimbursement request that is past 60 days completion of travel, a written request must be submitted to the Commissioner's Office with Division Director signature. Allowance of reimbursement will be at the discretion of the Commissioner's Office and dependent on frequency of violation