

## **TRAVEL**

There are specific rules that apply to all travel paid with CSU administered funds, regardless of the source of the funds, and these rules apply to all travelers on University business. The Department has travel forms that all employees are required to complete **prior to travel**. The forms are located under Resources on the Department web page. Please provide accurate departure and return dates for all travel and indicate if any of the travel days will be personal time.

Here is a list of answers to frequently asked travel questions.

1. Out of State and International travel **must be approved in advance** of the trip. This is required for No Cost trips and whenever the traveler will be reimbursed for travel expenses with CSU administered funds. If you are not sure that travel is allowed on the fund you want to use, please ask Justine.
2. Please initiate pre-trip approval for international travel as early as possible. International travel includes Canada and Mexico. Faculty and staff do not have to pre-register with the office of Risk Management for international travel. The new travel program routes the pre-trip travel form to Risk Management for approval. CSU provides travel insurance for faculty and staff for international travel. The insurance card is at this website:  
[http://www.ehs.colostate.edu/WRisk/PDF/International\\_TAC\\_Card.pdf](http://www.ehs.colostate.edu/WRisk/PDF/International_TAC_Card.pdf)  
Students travelling abroad are required to contact the Office of International Programs – Education Abroad for travel approval.  
**The Fly America Act** requires that U.S. Carriers must be used for all travel that will be reimbursed from federal grants and contracts. This applies to flights from the U.S. to a foreign country and flights between foreign countries. Complete details on the Fly America Act are included at the end of this page.
3. The department Pcard **CANNOT** be used for travel expenses. The Pcard may be used for an abstract fee or registration fee, if the registration fee does not include lodging.
4. A State approved travel agency should be used for all travel arrangements. Internet ticket purchases are allowed if there is a savings or a convenience advantage between the State fare and the internet fare, including all fees.
5. If you purchase tickets on the internet, proof of payment (copy of internet ticket receipt) and a copy of the itinerary are required for reimbursement.
6. If a rental car is required, a State contracted agency must be used. The list of State approved agencies can be found at this website:  
<http://busfin.colostate.edu/Depts/TravelSvcs.aspx> or a travel agent can make the arrangement.
7. Original itemized receipts are required for all charges \$25.00 and over.  
**Exception:** Receipts are required for all vehicle rental, gas expenses, registration fees and lodging expenses, regardless of the amount.
8. The per diem reimbursement cannot exceed the allowed per diem rate. The per diem rate includes incidental expenses such as tips for maids, bellhops and personal telephone calls. These items will not be reimbursed separately.
9. Please, **DO NOT** highlight receipts. The receipts are scanned and the highlighted portion is black. The receipt amounts must be visible if you want reimbursed.
10. Additional information can be found at this website:  
<http://busfin.colostate.edu/Depts/TravelSvcs.aspx>

## Fly America Act – Use of U.S. Air Carriers

Federal Travel Regulations require that U.S. carriers must be used for travel that is to be reimbursed from federal grants and contracts. This policy is called the **Fly America Act**.

1. Travel that is to be reimbursed from federal grants and contracts must be booked through U.S. air carriers except in the following circumstances:
  - When the use of U.S airline service would extend travel time (including delay at origin) by 24 hours or more
  - When the costs of transportation are reimbursed in full by a third party such as a foreign government or an international agency
  - When U.S. carriers do not offer nonstop or direct service between origin and destination. However, a U.S. carrier must be used on every portion of the route where it provides service unless when compared to using a foreign air carrier such would:
    - °Increase the number of aircraft changes outside the United States by two or more
    - °Extend travel time by at least six hours or more
    - °Require a connecting time of four hours or more at an overseas interchange point.
2. When one or more of the above circumstance apply, **provide an explanation** indicating the appropriate exception.
3. Code-sharing agreements with foreign air carriers, whereby American carriers purchase or have the right to sell a block of tickets on a foreign carrier, comply with the Fly America Act Regulations. The ticket or documentation for an electronic ticket must identify the U.S. carrier's designator code and flight number.
4. Some funding sources may not recognize code-sharing as being compliant with Fly America Act regulations. **When the fund source policy is more restrictive than CSU travel policy, the more restrictive policy applies.**

## **PURCHASING**

Colorado State University has contracts with major vendors such as BioRad, ThermoFisher and VWR and many vendors offer special pricing on CSU purchases. There are also CSU and State contracts for items such as office supplies, computers, printers and furniture that specify what vendors may be used. Using other vendors for these specific items is prohibited unless a waiver is obtained, in advance, from the Procurement Department. These contracts apply to all purchases that will be paid with CSU administered funds. A list of commonly used price agreements may be found at: <http://www.purchasing.colostate.edu/pages/pricing.asp>.

**To avoid having a reimbursement request refused; please ask Justine or Nancy before making a purchase with personal funds.**

### **Purchasing Requirements**

1. There are several restrictions on use of the Pcard. Please ask Nancy or Justine, **BEFORE** making a Pcard purchase. The Pcard is not to be used for random orders or on purchases that are taxed. The Pcard may not be used for any travel expenses. Unauthorized or unallowable purchases could result in a Pcard violation and ultimately result in revocation of the Pcard. If you are cleared to use the Pcard, original receipts are required and should be provided to Nancy or Justine as soon as possible. Please, **DO NOT** highlight the amount on the receipts.
2. Computer hardware, software and accessory purchases that will be purchased with 53 funds require a written justification.
3. Membership dues should be paid with 13 or 16 accounts. Some 53 funds allow payment of membership dues. Please check with Justine.
4. Service contracts must be paid with a purchase order regardless of the amount of the contract. Please provide a quote for the contract.
5. If you have a quote for any purchase, provide a copy of the quote with the order. If the quote is from a vendor promo flyer, add the quote number to the notes section of the order form.
6. Purchases between \$5,000.00 and \$10,000.00 for contracted vendors do not require a quote. A quote could be required for non-contract vendors. If you have a quote, please provide a copy of the quote or the quote number.
7. Purchases \$10,000.00 and over require a quote and may require a "Sole Source" Justification document. Equipment purchases will be posted on the state "BIDS" system for a minimum of 3 business days before the order is issued to the vendor. This may not apply for contracted vendors such as VWR and ThermoFisher.