



CCCS TRAVEL POLICY, GUIDELINES AND TIPS

Please use this document to help implement CCCS Policies, Best Practices and State of Colorado Fiscal Rule 5-1, State Controller Technical Guidance on The Taxability of State Travel Reimbursements, and State Controller Policy on Mileage Reimbursement.

1. Travel expense reimbursements and payments to Citibank

- a. Citibank Travel Cards are known as “individual bill” cards meaning that the statements are sent to the cardholder and the Cardholder is responsible for making payments for all charges directly to Citibank by the payment due date on the statement. CCCS does not make regular payments to Citibank for travel card transactions.
- b. When travel is complete, Cardholders are responsible for submitting a travel expense reimbursement form to AP in a timely manner. CCCS will not reimburse for any expenses in advance of the approved travel, including airfare.
- c. ***Travel reimbursement must be submitted within 60 days of the first day of travel. All forms submitted after the 60 days are included on the employee's form W-2 as taxable income.***
- d. Provide all information on the applicable CCCS Reimbursement Form located under “Travel Expense” in the Administration and Finance forms section on the CCCS Website
- e. Attach a copy of the approved Authorization Request Form and the agenda, if applicable (ARF is not required for same day travel that does not include meals)

2. Items to be completed in the body of the Travel Reimbursement form

- a. Employee Information (at a minimum must include name, S#, , and organization code)
- b. Purpose of travel – be as specific as possible
- c. Dates, times, and places of departure and destination
- d. Number of miles (round to whole numbers with no decimals)
 - i. Travel to a temporary work location includes conferences, meetings, training sessions etc. from your home. Mileage is reimbursed from your home to the temporary work location, less your normal commute to work
 1. Example: The distance between your home and the temporary location is 35 miles, and your normal commute is 15 miles results in a reimbursement of 20 miles
 2. Provide a printed online web mapping (i.e. MapQuest, Google Maps etc.) of your normal home commute and the temporary work location mileage - self-reported odometer readings are not adequate
 - ii. Travel to and from the airport – Actual miles traveled between your residence and the airport – Include a printed online web mapping
- e. Meals
 - i. Per Diem - Use the authorized meal per diem rate for each meal you would normally have eaten while traveling away from home

1. If a meal is included in a conference fee or is provided with cost of lodging do not request reimbursement for the meal and indicate this on the request
- ii. Meals for days traveler departs and returns
 1. Day of departure – use 75% of the destination city's per diem rate, including incidental expenses
 2. Day of return – use 75% of the home city's per diem rate, including incidental expenses
 3. For example: if you leave Denver traveling to Los Angeles for a conference, you use 75% of the Los Angeles rate for the day of departure. On the day you return home, you use 75% of the Denver per diem rate.
- iii. Travel completed in a single day
 1. Traveler may claim breakfast if departure occurs before 5 am (use per diem rate of destination city) and dinner if return occurs after 8 pm (use per diem rate for departing city). Indicate the time leaving and returning on the form.
 2. Meal reimbursed for travel occurring within a single day are reported as taxable income on the traveler's W-2
- iv. Payment of meals for others – DO NOT include on your reimbursement request
 1. If the other person is a state employee in travel status, do not pay for their meal. That traveler will be reimbursed at the per diem rate that applies.
 2. If the other person is a non-employee, traveler must use an Official Function Form for reimbursement (all ARF rules apply).
- v. Tips – Most tips are included within the per diem rates and therefore cannot be claimed as a separate item on a reimbursement request
 1. Tips paid to porters, baggage carriers, bellhops, maids, etc. are included and limited to the incidental per diem rate
 2. Tips paid for meals are included in the meal per diem rates
- f. Parking/Taxi/Shuttle/Toll Fees - Receipts are required for any single charge exceeding \$25.00 (you must provide a toll map if tolls total \$25 or more for a single trip).
- g. Airfare
 - i. Airfare is typically booked by the traveler through Boersma Travel who bills CCCS directly for the airfare. Copies of the itinerary must be submitted to Sandy Wallace in a timely manner.
 - ii. Airfare may be booked by the traveler directly with an airline or through a third party site such as Expedia, etc. using a CCCS Travel Card issued to the traveler or the traveler's personal credit card. In this event, airfare will not be reimbursed until the travel has been completed.
 - iii. Baggage fees are reimbursable if not included in the airfare – Receipts are required
- h. Other reimbursable items
 - i. Registration fees – receipt required
 - ii. Telephone, internet access and other business expenses charged by the hotel– receipt required for any single charge exceeding \$25
 - iii. Rental car/gas – receipt required
 - iv. Copies, faxes, supplies etc. should be purchased with a procurement card and/or submitted on a pay direct
- i. Lodging
 - i. Itemized receipt required

- ii. If you are not requesting reimbursement for lodging, please indicate that on the reimbursement form
- iii. If you are paying for another person's lodging because they do not have a travel card, indicate on the reimbursement form who you are paying for and include the receipt
- iv. Amounts for room service are not reimbursable – this is considered a meal and is reimbursable as a meal per diem
- v. Amounts for in-room entertainment (movies, games, etc.) are not reimbursable
- vi. Lodging for overnight stays within 35 miles of Lowry is not reimbursable unless there are special circumstances that are pre-approved by the State Controller's Office

3. Independent Contractors and non-employees

- a. Please see System President's Procedure 8-61b

4. Travel reimbursable from other agency/entity

- a. Multiple day travel must be paid by the home school based on an MOU. Travel incurred on behalf of another college (not related to an MOU) should be paid directly to the employee from the benefiting college
 - i. MOU example – CCCS has an agreement with RRCC to reimburse RRCC for the salary of Jane Doe and for her travel to a 3 day grant training in Omaha. RRCC would reimburse Jane for her travel and bill CCCS for that travel along with the salary. CCCS would require the backup documentation for the salary, benefits, and travel.
 - ii. Non-MOU example One – A CCCS employee travels to a meeting on behalf of RRCC. The employee should submit a request for reimbursement through RRCC following RRCC process and using RRCC forms.
 - iii. Non-MOU example Two – A RRCC employee travels to a meeting on behalf of CCCS. The employee should submit a request for reimbursement through CCCS following CCCS processes and using CCCS forms.

5. Before submitting the request for payment

- a. Does everything total correctly?
- b. Are all necessary receipts attached?
- c. Are all items of cost reasonable and necessary?
- d. Is the Authorization Request Form (ARF) signed and attached?
- e. Is the employee information correct?
- f. Is the organization code correct?
- g. Is the request signed by the traveler, org code owner, and the supervisor?
- h. Did you include an online web mapping printout showing the miles of your normal commute?

6. Cardholder non-payment process

- a. The travel card program administrator will notify cardholders when accounts become 30+ days past due.
- b. In the event that the account becomes 60+ days past due, the account will be suspended until such time as payment is made.
- c. If payments are not received by Citibank within 75 days, CCCS may exercise the right to deduct amounts equal to the unpaid balance from the cardholder's next available pay and to make payment directly to Citibank in order to bring the account to current status.
- d. If payments are not received by Citibank within 75 days, CCCS may revoke the card and permanently close the account.