

# CMCI Travel Guide

*Quick reference for travel :*

1. Obtain approval for your travel in Concur (domestic and international)
2. Book your travel arrangements (transportation, lodging, conference registration, etc)
3. Upload all receipts to Concur for expenses in travel status
4. Within 30 days of the end of your trip, complete the [CMCI Travel Form](#)
5. Submit the travel reconciliation report in Concur when notified by CMCI Finance to do so, and you are good to go!

Now that you know the basics of traveling on University business, let's examine each step in detail.

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## *Completing a Travel Request in Concur*

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The first step for any travel at CU is obtaining approval by submitting a request in Concur. Department chairs approve travel requests for faculty and department administrative staff. Anyone who does not report to a department chair must obtain approval from their supervisor.

When preparing your request in Concur:

- The title of the request should be: “[Name of Event] [Travel Dates]”. For example, if you are requesting a trip to attend the National Communication Association Conference, your trip might be titled, “NCA Conf 11/11-14.”
- In the **Submit Requests section**, select **HR Supervisor**. This should allow you to submit the request to the individual to the department chair or your supervisor.
- In the comments section, please include 1-2 complete sentences about the trip and how it will benefit/contribute to your position and/or the University. This helps approvers at the CU system-level offices maintain accountability for University funds and approve reconciliation reports.
- Please add the expected expenses using your best estimate. You only need to add expenses that you would like the University to cover. This amount can be modified later, but it helps the Finance team if your requested amounts are close to the actuals.
- Notify your department chair or supervisor that you have sent them a travel request.

For detailed instructions on creating a new travel request in Concur, please visit the [PCS's Knowledge Database on the subject](#). If you have questions or would like help filling out a travel request, please get in touch with [cmcifinance@colorado.edu](mailto:cmcifinance@colorado.edu). We are happy to schedule a quick Zoom meeting to help.



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## Book your Airfare

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As an employee or grad student, you must book your flights through the [Concur Travel & Expense System \(Concur\)](#) or a [Christopherson Business Travel \(CBT\)](#) travel agent.

If you will be traveling with a non-employee companion, such as a spouse or child, please use Christopherson Business Travel. When you book the flight, you can pay for your non-employee companion with a personal card and indicate the speedtype you wish your flight to be charged to separately.

Exceptions - you may only book airfare outside of the Concur/CBT if:

- The airfare is not available for purchase through the University Travel Program. Limitations could be related to international in-country travel, remote travel, etc. OR
- Significant cost savings are demonstrated to the University.
  - [Click here for more details.](#)

***If you purchase airfare outside of Concur/CBT and cannot demonstrate one of the above exceptions, you will not be reimbursed.***

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## Rental Cars

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If you will be using a rental car during your travel, University policy requires you to make your reservation through Concur. This ensures you get the University's rate and insurance on the vehicle.

[Click here if you will be using a rental car during your travel.](#)

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## During Travel - Receipts

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You are required to submit receipts for all expenses except personal meals, regardless of whether you use your personal card or a University Travel Card.

Receipts should be itemized and legible. Hotel receipts must be a folio itemizing the nightly rate(s) and taxes, as well as proof of payment.

There are a couple of options for uploading your receipts to Concur:

- [Install Concur Mobile](#) for smartphones and capture receipts with your phone's camera
- Log on to your Concur Profile, Expense Tab, and scroll down to "Upload new receipt"
- [Set up email receipts in Concur](#) so you can forward digital receipts for automatic upload
- If you have trouble, you can email receipts directly to us at [cmcifinance@colorado.edu](mailto:cmcifinance@colorado.edu)
- Before you throw away a physical receipt, make sure that it has been successfully uploaded to Concur.



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### *Per Diem*

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If you are requesting per diem for personal meals during travel, Concur will automatically calculate the allowable amount when we prepare your travel reconciliation report. If you would like to know what that amount will be, you can request an estimate from CMCI Finance before the trip.

No receipts are necessary to obtain per diem.

The University calculates per diem based on the rates established by the [GSA](#). Travel day rates are calculated at 75% of the daily rate.



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### *After you return:*

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Complete a [Travel Reconciliation Form](#) within 30 days of the last day of travel (delayed submission will be [reported as income and subject to the Business Substantiation Tax.](#))

Ensure that all necessary receipts are uploaded in Concur.

Once notified via email that the report is ready, review and submit it in Concur for approval as soon as possible.

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## *University Travel Card*

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Having a University Travel Card is optional but recommended if you travel more than once a year. The Travel Card covers most travel-related expenses. The Travel Card is a Colorado state tax-exempt corporate liability card.

**Process for obtaining a Travel Card:**

- Complete these CU-required travel card holder training in SkillSoft (accessible from the Training tab in MyCUinfo):
  - Travel and Travel Card Training
  - Fiscal Code of Ethics
- Contact [cmcfinance@colorado.edu](mailto:cmcfinance@colorado.edu) to request a card.

Please allow three weeks to receive your card.

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## *Additional Resources:*

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[PSC's Travel Knowledge Base](#)

[Booking University Travel for Employees](#)

[Per Diem Rates](#)

[Mileage Rates](#)

[Travel Card Handbook](#)

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*Questions? Contact [cmcfinance@colorado.edu](mailto:cmcfinance@colorado.edu)*

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