

Travel Checklist

The UNC Visa Card (PCard) may be used for:

- **Lodging** – If an employee arranges private lodging (e.g., staying with family or friends) they may be reimbursed up to \$25/night for associated costs.
- **Ground Transportation** (when accepted)
- **Rental Cars** –Use of the State contracted rental car agencies is optional. In order to receive the discount and insurance benefits, you must use the contract codes at the time of rental. The discount codes are:

Budget: T143828
Enterprise: XZ12450
Hertz: 65579
Avis: A514100

The rental car contracts provide liability coverage in most cases. Additionally, the UNC Visa card provides free collision/damage coverage for passenger vehicles designed to carry up to eight passengers.

- **Parking** (up to \$15/day)
- **Registration Fees**
- **Airfare**

What do I need to do to get ready for my trip?

Complete and submit a Travel Authorization Form (TA).

__All information must be filled in on form

__Correct Signatures (See TA for a list of required signatures based on type of travel)

__Conference At-A-Glance or Agenda (if requesting per diem) must be attached to TA

__TA must be approved before overnight or out-of-state travel occurs

__TA is routed through Xtender for approvals and sent to AP for processing

How and when shall I purchase my travel arrangements?

Once travel is approved and you have received a confirmation email that your funds have been added to your UNC Visa card (PCard), you can begin booking your travel.

While Traveling:

An itemized receipt is required for all charges made on the UNC Visa card (PCard).

If requesting reimbursement for expenses, receipts must be attached to the Travel Reimbursement Form. An explanation is required for expenses charged on a personal card when seeking reimbursement.

UNIVERSITY OF NORTHERN COLORADO



TRAVEL GUIDE

Accounts Payable Contacts

Alta Herndon, 970-351-1612
alta.herndon@unco.edu

Cadi Green, 970-351-2387
cadi.green@unco.edu

UNC Visa (PCard) Contact

Alta Herndon, 970-351-1612
alta.herndon@unco.edu

Risk Management Contact

Ron Eberhard
ron.eberhard@unco.edu

University Fiscal Guidelines: Chapter 5, Travel UNC Fiscal Rule

- Funding for travel must be approved
- Travel Authorization (TA) must be completed, signed by all fund/org approvers, signed/approved by a Dean/Director or their Business Manager who has been delegated authority to sign TAs
- Obtain a UNC Visa card (PCard)
- International travel must be pre-approved by the Provost for all Academic Areas and the Senior VP of Finance for Administrative areas.
- Check for travel warnings before embarking on international trips at:

<http://travel.state.gov/content/passports/en/alertswarnings.html>

For information regarding risk management or liability issues related to your travel, contact Ron Eberhard at ron.eberhard@unco.edu

Basic Travel Expense Information

Mileage

Mileage reimbursement rates are dictated by the IRS and CRS 24-9-104. Travelers will be reimbursed for actual miles driven at 90% of the prevailing IRS rate at the time the miles are driven.

Meals

Travelers may be reimbursed for meals at the rate designated for their destination city based upon the GSA per diem rate for the Continental U.S.

<http://www.gsa.gov/portal/content/104877>

International travelers can contact Accounts Payable if they need assistance determining their per diem rate. Per diem shall be reduced for any meals provided to the traveler. Meals on the first and last day of travel shall be 75% of the city rate regardless of the time of day when the travel commences or ends. The incidentals for first and last day of travel are already included as part of the 75% of the city rate calculation.

Travel Advances – Traveler will receive a meal/incidental per diem advance when/if:

- TA is received by Accounts Payable within 3 weeks of first day of travel;
- The traveler uses their UNC Visa card for the majority of their travel-related expenses;
- A conference agenda is attached to the TA. If one is not available at that time, please note this on the TA;

Per diem is not allowed for day trips begin and end on the same day.

Unallowable Expenses

Some common unallowable travel expenses on University funds include but are not limited to:

- Alcohol
- Personal expenses (personal hygiene items, magazines, movie rentals, child care, house sitters, dog sitters, etc.)
- Travel insurance of the following types (unless pre-approved by the Dean/Director and Risk Management):
 - Trip cancellation insurance
 - Additional liability for rental cars
 - Personal accident insurance on rented vehicles
 - Supplemental life insurance for airline or common carrier travel
- Seat upgrades
- Early bird/priority boarding fee
- Traffic and parking fines
- Personal, political, social or otherwise unofficial University business expenses
- Costs paid or reimbursed from another source.

Should unofficial expenses occur in conjunction with official business, include sufficient documentation to define a clear and just separation and allocation of expenses. Generally, no costs may be paid from University funds for spouses, family or friends accompanying you.