

Sport Clubs Travel Guide

Travel

All travel must be approved beforehand. Travel requests are sent through Do Sports Easy (club website) and need to be processed at least one week before travel.

What you can use your Travel Card for:

- Booking hotels
- Booking rental cars
- Paying for rental car gas
- Paying for tournament registration
- Incidentals when traveling (no car repair, traffic tickets)
- Team meals when traveling (must be preapproved by your club coordinator)

What I can't use my Travel Card for:

- Team expenses when not in travel status
- Personal vehicle gas
- Flights (these are booked through Christopherson Business Travel)

Things you need to do to keep your travel card privileges:

- You must keep all receipts from every Travel Card transaction.
- You must meet with, or touch base with your travel coordinator at least ONE WEEK before you travel.
- You must bring all receipts to your travel coordinator within a week after travel.
- You must submit your travel report as soon as you get the email saying to do so. You do this by going through Concur in your My CU Info. (See Submit Travel Report/Reimbursement section of cheat sheet).

More Travel Card Information

- **All receipts need to be itemized.** Not doing so may result in the travel card holder being personally for the charges.
- If you are making any in-state purchases, you need to utilize the universities tax exempt status. You can find the "Tax Exempt Form" under the "Forms" tab on the club website.
- To better keep track of your receipts, you can download the "Concur App." You can download all of your travel receipts straight to Concur using this app.

*All transactions must be approved beforehand by your clubs coordinator. If you are not 100% sure about something, or have any questions, ASK US! That is what we are paid to do. If you do not have a travel card, please contact your coordinator so they can pay with theirs

Adding Delegates

You need to add delegates through Concur (under Business Tools on My CU Info) **only if you have a travel card**. Coaches will also do this if they are seeking reimbursement.

- Once you are in Concur, at the top right hand corner click on Profile
- Click on Profile Setting, at the left side under Expense settings
- Click on Expense Delegates and add:
 - Rosalind Hernandez (Rosalind.Hernandez@Colorado.EDU)
 - Laura Garrett (Laura.Garrett@Colorado.EDU)
 - Bryan Hostetler (Bryan.Hostetler@Colorado.EDU)
 - Danielle Mutz (Danielle.Mutz@Colorado.EDU)
 - Jordan Grindeland (Jordan.Grindeland@colorado.EDU)
 - Check Can Prepare and Can View Receipts, then Save.
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How to Submit Travel Report/Reimbursement

Once you receive an email saying your report is ready for submission, follow these steps to submit your report:

- Login to **MyCUInfo**
- Click on the **CU Resources** tab on the upper left
- Click on the **Business Tools** tab
- Click on **Concur Travel & Expense System**
- Click on **Open Reports**
- Click on the report that needs to be submitted (should say not submitted, ready to review)
- Click on **Submit Report** (top right)
- Make sure the report is being submitted to Laura Garrett (Laura.Garrett@colorado.edu)
 - If Laura's name is not populated please add it
- You will need to click submit a couple more times until you are done, just follow the prompts

If you have any issues, contact your club coordinator.