CHAPTER 5: TRAVEL

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5.1 POLICY

This Policy sets forth allowable travel expenses that Employees and Students may be reimbursed for while in Travel Status. This Policy shall also be used to reimburse Non-employees for travel related expenses. This policy applies regardless of the sources of funding used to pay for the travel. All Employee travel, including group travel for athletics and group travel for student accompanied by and Employee, shall be processed through the Travel and Expense Management System (TEM). All Student travel, not accompanied by an Employee shall be processed using the School’s paper based Travel Authorization/Travel Expense (TA/TE) Report process.

5.1.1 Reimbursement

A traveler may be reimbursed for travel expenses under this Policy only if the traveler is in Travel Status or meets the criteria in one of the special situations described in section 5.9 of this Policy and the travel expenses meet all of the following criteria:

i. Is for official Mines’ Business - travel shall be for the benefit of Mines regardless of the funding source;
ii. Are reasonable under the circumstances;
iii. Is only for the time period necessary;
iv. Is completed using the most economical means available;
v. Is supported by adequate documentation and is approved by the appropriate Approving Authority as required by section 5.1.3 of this Policy; and
vi. Cash Advances and Travel Authorization/Expense Reports are settled as required by Section 5.7 of this Policy.

5.1.2 Traveler’s Responsibilities

A Traveler shall:

i. Be responsible for controlling expenses at a reasonable level and ensuring that Mines receives adequate value for the amounts expended;
ii. Identify expenses incurred for the benefit of Mines while in Travel Status and request an advance or Reimbursement for only those expenses;
iii. Submit necessary and adequate documentation of the travel expenses to the Approving Authority;
iv. Prepare and submit *Travel Authorization/Expense Reports* in accordance with section 5.7 of this Policy; and
v. For Employee travel, prior authorization is required by the *Approving Authority* and the Employee shall complete a *Travel Authorization/Expense Report*.

### 5.1.3 Approving Authority’s Responsibilities

The *Approving Authority* shall:

i. Be a responsible administrator assigned responsibility to authorize travel expenditures for an *Organizational Unit*;

ii. Review and approve the expenses claimed by a traveler and authorize a *Cash Advance* or *Reimbursement* for only those expenses incurred for *Official School Business*;

iii. Ensure that all costs claimed for *Reimbursement* by a traveler comply with *Financial Policy 2-1*;

iv. At their discretion, require documentation, in addition to the documentation prescribed by this Financial Policy, deemed necessary or advisable by the *Approving Authority* in connection with the authorization and approval of expenses; and

v. Not approve expenses for themselves or for an individual to whom they report to either directly or indirectly.

### 5.2 TRAVEL AUTHORIZATION

The *Employee* and *Student* traveler shall obtain prior authorization for all *Official School Business* travel from the appropriate *Approving Authority*. A *Travel Authorization Report* shall be used when the traveler is in *Travel Status*. If the appropriate prior authorization is not obtained, the traveler may not be reimbursed for the travel.

#### 5.2.1 Travel Authorization When Charged to Federal Sponsored Research

The *Employee* and *Student* traveler shall obtain prior authorization for all *Official School Business* travel from the appropriate *Approving Authority*, including the Office of Sponsored Research, for all international travel charged to a federal sponsored research. The *Employee* traveler shall complete a *Travel Authorization/Expense Report* prior to travel. If the appropriate prior authorization per this section is not obtained, the traveler may not be reimbursed for the travel.

### 5.3 TRAVEL ADVANCE

#### 5.3.1 Eligibility

Under certain circumstances, *Employee* and *Student* travelers may receive a *Cash Advance* to support out of pocket related expenses associated while in *Travel Status* on *Official School Business*. An *Employee* or *Student* may receive a *Cash Advance* for:

- Individual travel; or
- Group travel involving Athletics or *Students*.
5.3.2 Amount of Advance

The amount of the Cash Advance for an individual travel shall be computed using the applicable per diem rates and other allowable estimated out of pocket amounts. Under no circumstance shall a Cash Advance for individual travel exceed $1,500.

The amount of a Cash Advance for group travel is limited to $1,500 times the number of travelers and the Cash Advance shall only be given to an Employee who is going on the trip. An Employee receiving a group advance has the same responsibilities as if that Cash Advance had been received for individual travel.

5.3.3 Approval

Cash Advances provided to an Employee requires completion of a Travel Authorization/Expense Report.

5.3.4 Settlement of Advance

Upon completion of travel, a traveler shall settle their Cash Advance by following the requirements for timing, content, and receipts set forth in section 5.7 of this Policy. The traveler shall reimburse the School at the time the completed and approved Travel Authorization/Expense Report is submitted to the Controller’s Office to the extent that the amount of a Cash Advance received by the traveler pursuant to this section exceeds the actual expenditures for reimbursable items in section 5.4 of this Policy.

5.4 ALLOWABLE EXPENSES WHILE IN TRAVEL STATUS

A traveler in Travel Status shall be reimbursed for the items set forth in this section, if all other requirements of section 5.1.1 of this Policy are met.

5.4.1 Lodging

The Approving Authority shall determine reasonable costs of the lodging based on the business needs of the traveler and the individual Official School Business trip. The traveler shall be reimbursed for the actual cost of reasonable lodging and shall submit itemized receipts as documentation of the expense. When a double hotel room is occupied by the business traveler and others, whose attendance does not constitute a business purpose, the School will pay the single room rate, if applicable. Single-room occupancy rate must be indicated on lodging receipt.

5.4.2 Meals and Incidental Expenses

Any meals reimbursed while in Travel Status shall be reimbursed using the School’s approved per diem amounts. If a meal is included in a conference fee, is provided with the cost of lodging, or through some other means, a traveler shall not request Reimbursement for the per diem amount related to the provided meal. The School’s approved per diem amounts are based on the location of the traveler for each day of the trip.
5.4.2.1 Meals for Days Traveler Departs and Returns

Except for the first and last day of travel, a traveler may claim up to the applicable daily per diem for each full day of travel. Expenses on the first day of travel will be reimbursed based on 75% of the destination city’s per diem rate and on the last day based on 75% of the departing city’s per diem rate. Under no circumstance shall a traveler request Reimbursement for more than the applicable per diem rate.

5.4.2.2 Group Meals for Athletics and Academic Field Sessions

Meals incurred while in Travel Status for athletic teams or academic field sessions where a group meal is provided to the student/athletes may include both the Employee and the student/athletes. Such meals shall be based on actual costs incurred for the meal. Employees’ whose meals are provided as part of the group meal are not eligible for a per diem Reimbursement for those meals.

5.4.3 Transportation

A traveler shall be reimbursed only for the most cost beneficial method of transportation available to the traveler that satisfactorily accomplishes Official School Business as determined by the Approving Authority. Reimbursement shall be limited to the actual cost of commercial transportation. A traveler requesting Reimbursement shall submit receipts in accordance with section 5.7.4 of this Policy.

5.4.3.1 Rental Vehicles - Employees

The Employee shall be reimbursed for the most cost beneficial rental car needed to accomplish Official School Business as determined by the Approving Authority. To mitigate risk, travelers shall only rent vehicles with the OneCard or the School issued travel individual liability card and shall use the approved car rental companies and appropriate contract code found on the Controller’s Office web site, when available. Itemized receipts from the rental car agency shall be required for Reimbursement in accordance with section 5.7.3 of this Policy. For all domestic rentals of vehicles, the traveler shall decline all insurance. CDW (Collision Damage Waiver)/LDW (Loss Damage Waiver)/theft insurance is always provided at no cost to traveler by the rental agency when renting with the School’s OneCard or School issued travel individual liability card from contract rental agencies using the appropriate contract code in the U.S. Therefore, this insurance should always be declined. If an approved car rental company is not available, the traveler may rent a vehicle from any available car rental agency and may purchase and be reimbursed for the additional insurance. The traveler is required to certify that an approved car rental agency is not available. For International rental of vehicles, the traveler should purchase additional rental vehicle insurance.

5.4.3.2 Rental Vehicles – Non-Employees

The Non-Employee shall be reimbursed for the most cost beneficial rental car needed to accomplish Official School Business as determined by the Approving Authority. The Organizational Unit is encouraged to have the Non-Employee use an approved car rental company in order to receive reduced rates. As the Non-Employee is not covered...
by the additional insurance coverage, the additional insurance can be purchased and will be reimbursed.

5.4.3.3 Mileage for Personal Vehicles

A traveler shall be allowed mileage Reimbursement for each mile actually and necessarily traveled on Official School Business using the traveler’s personal vehicle at a rate provided in TEM at the time of travel. All requests for mileage Reimbursement shall be submitted on a Travel Authorization/Expense Report. A traveler normally shall be reimbursed at the mileage rate designated for two-wheel drive vehicles. A traveler shall be reimbursed at the mileage rate designated for four-wheel drive vehicles only when the use of four-wheel drive is necessary because of road, terrain, or adverse weather conditions and requires prior approval by the Approving Authority. Prior approval obtained for four-wheel drive shall be submitted with the Travel Authorization/Expense Report. Allowable miles are those driven in excess of the normal round-trip commute to primary work location—regardless of type of transportation used for normal commute. Mileage to/from the traveler’s destination(s) that are 100 or more miles shall be documented using an Internet mapping tool (e.g. MapQuest) and included with the Travel Authorization/Expense Report.

5.4.3.4 Travel to and from Denver International Airport (DIA)

For travel to and from DIA, the traveler shall be reimbursed a maximum of 40 miles one way/80 miles round trip. The traveler does not need to provide documentation of the actual miles driven. For travel to and from DIA on the weekends, the traveler shall be reimbursed for the actual miles traveled between the traveler’s residence and the airport without the requirement to deduct the traveler’s base commuting miles. The traveler shall provide documentation of the actual miles driven if the total miles per round trip are 100 or more.

5.4.3.5 Airfare

All travel shall be completed using the most economical means available that will satisfactorily accomplish Official School Business using any appropriate source of funds. The traveler may request Reimbursement for business class travel for international flights when the travel is more than 9 hours of non-stop air travel and requires prior approval from the Approving Authority. The traveler may request Reimbursement for economy plus travel when the travel is more than 3 hours non-stop air travel and required prior approval from the Approving Authority. Documentation of prior approval shall be included on the Travel Authorization/Expense Report.

Travelers are not required to use a travel agency to book airline tickets. However, if a travel agency is used, the traveler shall use a School approved travel agency and the airfare shall be charged to the School’s corporate liability card on file with the travel agency. Airline change fees are reimbursable to the traveler only if travel plans are changed for Official School Business reasons. The business purpose for the change in travel plans shall be included on the Travel Authorization/Expense Report.
5.4.3.5.1 Airfare Charged to Federally Sponsored Research Projects

For airfare charged to federally sponsored research projects, the traveler shall comply with the following restrictions in addition to the restrictions identified above:

- Compliance with the Fly America Act found at 41 CFR Parts 301-10.131 through 301-10.143 for all international travel.

- Airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would:
  - (i) Require circuitous routing;
  - (ii) Require travel during unreasonable hours;
  - (iii) Excessively prolong travel;
  - (iv) Result in additional costs that would offset the transportation savings; or
  - (v) Offer accommodations not reasonably adequate for the traveler’s medical needs. The non-Federal entity must justify and document these conditions on a case-by-case basis in order for the use of first-class or business-class airfare to be allowable in such cases.

5.4.3.5.2 Baggage Fees

A traveler may be reimbursed for reasonable baggage fees if not included as part of the airfare. Charges for excess baggage are reimbursable only when the traveler is transporting School materials or when the extended period of travel necessitates excess personal baggage. A traveler requesting reimbursement shall submit receipts in accordance with section 5.7.3 of this Policy.

5.4.4 Tips

A traveler cannot claim tips as a separate item on a Travel Authorization/Expense Report. Tips paid to porters, baggage carriers, bellhops, hotel maids, and skycaps for airport check-in are included as part of the per diem and incidental expenses rates and are therefore non-reimbursable. Tips paid in conjunction with meals are included in the per diem rates and are therefore non-reimbursable. Tips paid in connection with ground transportation expenses should be included as part of these expenses and shall not exceed 20% of the associated fare.

5.4.5 Other Allowable Expenses While In Travel Status

In addition to lodging, meals, and transportation, the actual expenses identified below, incurred as a part of approved travel, are allowable if necessary to complete Official School Business. See Section 5.7 for receipt requirements.

- Camping site fees paid for a commercial camp ground or a state or national park;
- Commercial ground transportation, including tips;
- Fees to obtain a visa/immunizations if required as part of travel for Official School Business;
• Fees to purchase traveler's checks or transaction charges for the use of the School's OneCard;
• Foreign currency exchange rate fees. Foreign currency transactions shall be reimbursed at the USD equivalent rate in place as of the first Monday of the travel;
• Laundry/Cleaning services – if the traveler is on Official School Business for six days or more;
• Parking fees;
• Telephone, fax, internet access, and other similar miscellaneous business expenses incurred for Official School Business; and
• Toll road charges.

5.4.6 Non-Business Days

Weekends, holidays, and other necessary standby days may be counted as business days only if they fall between business travel days. If they are at the end of a traveler's business activity and the traveler remains at the business destination for non-business reasons, Reimbursement is not allowed for the additional days.

5.4.7 Summary of Allowable Expenses While In Travel Status

<table>
<thead>
<tr>
<th>Type of Travel Expense</th>
<th>Rate</th>
<th>Receipt Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging</td>
<td>Actual</td>
<td>Yes</td>
</tr>
<tr>
<td>Meals and Incidental Expenses (M&amp;IE)</td>
<td>Per Diem Rate</td>
<td>No</td>
</tr>
<tr>
<td>Commercial ground Transportation (including tips)</td>
<td>Actual</td>
<td>Yes, if $50 or higher</td>
</tr>
<tr>
<td>Rental Vehicle</td>
<td>Actual</td>
<td>Yes</td>
</tr>
<tr>
<td>Mileage for Personal Vehicles</td>
<td>See TEM</td>
<td>No</td>
</tr>
<tr>
<td>Airfare</td>
<td>Actual</td>
<td>Yes</td>
</tr>
<tr>
<td>Other Allowable Expenses</td>
<td>Actual</td>
<td>Yes, if $50 or higher</td>
</tr>
<tr>
<td>Tips Included as part of M&amp;EI</td>
<td>Not Allowed</td>
<td>N/A</td>
</tr>
</tbody>
</table>

5.4.8 Appropriate Source of Funds

Allowable expenses under this section shall be charged to the most appropriate Index in the finance system. If otherwise allowable expenses are determined to be unallowable using a particular Index, such as sponsored research projects or gift funds, the Employee and Approving Official shall identify other appropriate Index(s) to charge the expenses.

5.5 UNALLOWABLE TRAVEL EXPENSES WHILE IN TRAVEL STATUS

A traveler shall not be reimbursed for the following expenses while in Travel Status:

• Alcoholic beverages;
• Entertainment expenses;
• Personal expenses incurred during travel that are primarily for the benefit of the traveler and not directly related to Official School Business;
• Political activities;
• Traffic fines and parking tickets; and
• Certain insurance coverage - The cost of additional or other types of coverage shall not be reimbursed, including without limitation, expenses paid by a traveler for the following:
  o Collision damage waiver or loss damage waiver for rental vehicles, unless it is for international travel;
  o Supplemental liability insurance on rental vehicles;
  o Additional liability insurance for rental vehicles;
  o Personal accident insurance on rental vehicles;
  o Trip cancellation insurance; and
  o Supplemental life insurance for airline or common carrier travel.

5.6 CERTIFICATION AND APPROVAL

5.6.1 Approval

For all travel Reimbursements, the Approving Authority shall approve the Travel Authorization/Expense Report. By submitting the Travel Authorization/Expense Report for approval, the traveler is certifying the following:

"I certify that the statements in this report are true and correct in all respects; that payment of the amounts claimed herein has not and will not be reimbursed to me from any other source; that travel performed for which a Cash Advance or Reimbursement is claimed was performed by me while on Official School Business and that no claims are included for expenses of a personal or political nature or for any other expenses not authorized by these Policies; and that I actually incurred or paid the operating expenses of the motor vehicle for which Reimbursement is claimed on a mileage basis. Further, I hereby authorize the School to deduct from my pay any amount paid to me in excess of my authorized expenses as provided by this Policy."

5.7 REIMBURSEMENT REQUIREMENTS

5.7.1 Timing

A completed, approved, and submitted Travel Authorization/Expense Report or TA/TE form should be sent to the Controller’s Office within 20 working days of completion of travel to allow for proper and timely recording of expenses, unless otherwise provided under this Policy. Any Reimbursement submitted after 60 days of the completion date of the travel will be treated as taxable income and the total amount of the reported Reimbursement shall be included in the Employee’s W-2 for that calendar year. A Travel Authorization/Expense Report, for otherwise allowable reimbursable expenses, not completed, approved, and submitted to the Controller’s Office within six months of the completion date of the travel will not be processed and the traveler will not be reimbursed.

5.7.2 Unsubstantiated Reimbursements

The School will report as additional W-2 income, to an Employee, the Reimbursement of any expenses approved by the Approving Authority that is not substantiated by an appropriate receipt or adequate explanation. If a traveler has inadvertently lost a receipt, the traveler shall complete and submit a lost receipt form. The Approving Authority shall determine
whether or not the employee will be reimbursed for the expenses associated with the lost receipt.

5.7.3 Receipts

Receipts are required for lodging, rental vehicles, airfare, and any charges on the School’s OneCard, regardless of the amount. Such receipts shall be detailed receipts and shall include the date of service. Receipts for out of pocket costs are not required for any expenses for which the individual charge is less than $50. Non-specific charge card transaction slips or credit card statements documenting the vendor and amount paid may be accepted as proper documentation except for lodging, rental vehicles, group meals, meals as part of an Official Function, and airfare charges.

In extenuating circumstances, the Approving Authority may waive the requirement for a receipt upon receipt of a written certification from the traveler that includes the cost incurred, and provides the reason why a receipt was not obtained/available. The Approving Authority may establish alternative documentation requirements for travel to certain locations where compliance with the receipt requirement is determined to be impractical by the Approving Authority, and the Controller concurs (e.g., Foreign Travel, group travel, etc.)

5.8 PAYMENT OF TRAVEL EXPENSES

5.8.1 Electronic Reimbursement

At the Controller’s Office discretion, a traveler shall be reimbursed for Cash Advances or expenses claimed on the Travel Authorization/Expense Report or TA/TE form by direct deposit using Electronic Funds Transfer or by a School check.

5.8.2 Corporate Liability Cards

The School may utilize any corporate liability card program that meets their business needs, and create or adopt rules and procedures related to the required campus use of that card program.

5.9 SPECIAL SITUATIONS

5.9.1 Travel Type Charges When Not in Travel Status

Employees will not be reimbursed for per diems and/or lodging charges when not in Travel Status.

5.9.2 Travel to a Temporary Work Location

A traveler may be reimbursed for transportation expenses to a Temporary Work Location, regardless of distance, only if the temporary work location is in the same trade or business as the traveler’s regular work location.
5.9.2.1 When a personal vehicle is the usual method of commuting

Traveler shall be reimbursed to the extent the number of miles between the Traveler’s Residence and the Temporary Work Location exceeds the normal commuting miles from the Traveler’s Residence to the Traveler’s Regular Work Location.

5.9.2.2 When a personal vehicle is NOT the usual method of commuting

Traveler shall be reimbursed for the number of miles between the Traveler’s Residence and the Temporary Work Location. The Approving Authority shall obtain sufficient information to know if the traveler’s personal vehicle is the usual method of commuting.

5.9.2.3 Travel While on Board Approved Sabbatical

Travel expenses by an Employee while on Board of Trustee’s approved sabbatical leave that are incurred for Official School Business are eligible for reimbursement if it is reasonable, funds are available, it is compliant with school finance and travel policies, and it is approved by their respective Vice President/Provost, Dean, or Department Head. While the most appropriate sources of funds to cover travel expenses are research accounts, research development accounts, or foundation accounts, any restrictions set forth by the funding source must be honored. The General Fund shall not be used to reimburse sabbatical leave travel expenses. Any reimbursed expenses deemed personal by the Internal Revenue Service will be included as taxable income and appropriate taxes withheld.

5.9.3 Non-employee Travel

Non-employees receiving Reimbursement from the School for associated travel costs, are subject to the Travel Policy, except that the Approving Authority may certify submit/ sign the Travel Authorization/Expense Report, as required by section 5.6.1 of this Policy, on behalf of the Non-employee traveler if the Non-employee traveler is not available to sign the Travel Authorization/Expense Report. Organizational Units are encouraged to pay travel costs for Non-employees, such as airfares and hotels, directly to minimize the out of pocket cost to the traveler and ensure that the requirements of section 5.1.1 of this Policy are met. All Non-employees will be required to have a completed and signed W-9 in order to be reimbursed by the School for any travel costs.

5.9.4 Allowances for Travel Not Solely for Official School Business

In some instances, the purpose of travel may be partially for Official School Business and partially for personal reasons. In these instances, the traveler shall make a reasonable allocation of the expenses between Official School Business and personal or political purposes and the Travel Authorization/Expense Report for such expenses shall contain such allocation and sufficient documentation to explain the basis for the allocation. If an Employee obtains lower rates for lodging or transportation because travel is extended for personal reasons, these lower rates shall also apply to the Official School Business portion of the travel.
5.9.5 Allowances for Travel Paid Directly by a Non-Mines’ Entity

Mines’ officials and Employees may be invited to attend a committee meeting, seminar, or conference concerning Official School Business where their travel expenses are paid directly or reimbursed by the sponsor of the meeting, seminar, or conference. In such instances the School official or Employee may accept the invitation if the travel has been approved by the appropriate Approving Authority and does not violate other State statutes or constitutional provisions. Such travel does not need to be reported on a Travel Authorization/Expense Report.

5.9.6 Allowances for Travel with Spouse, Relatives, or Friends

Reimbursement for Employee’s spouse, domestic partner, or other traveling companion shall not be allowed except as specifically approved in advance by the appropriate Dean or Vice President. Reimbursement for travel expenses under this section shall be treated as taxable income and the total amount of the reported Reimbursement shall be included in the Employee’s W-2 for that calendar year.

5.9.7 Staying with Friends/Family

Travelers who arrange private lodging (staying with friends/family) can be reimbursed up to $25/day for associated costs, including meals and lodging. (No receipt required.)

5.9.8 Allowances for Travel by the Board of Trustees

Members of the Board of Trustees may be reimbursed for actual and necessary travel expenses incurred in the performance of their official Trustee duties, to the extent that such expenses are reasonable under the circumstances. The President’s Office shall be responsible for such Reimbursements.