TRAVEL GUIDELINES

FORMS

Forms can <u>be found in the Group Drive in the TRAVEL FORMS folder within the Common folder (T:\Common\TRAVEL FORMS).</u> Any further updates to these forms will be placed in this folder, so the most current forms would be found there. Forms should be turned into the following list serve: psytravelservice@lists.colostate.edu.

STUDENT RECRUITMENT

For any student being recruited, that we will be providing travel reimbursement, we will need the **TEM Customer form (top half)** filled out **and** a **Pre-Travel Authorization form** filled out completely. The sooner the better, so we can prioritize travel submissions here in the main office. Please also let us know if you have a budget we need to follow. **<u>The student will be required to call the approved travel agents to book airfare</u>; they <u>should not book their own airfare, unless it is not being reimbursed by us</u>.**

TAXABLE REIMBURSEMENTS

Travel will check to ensure reimbursements have been approved by the traveler within 60 days of the trip end date. <u>Any reimbursement not approved by the traveler in Kuali within 60 days of the trip end date will be required to be included in their taxable income.</u> To avoid reimbursements becoming taxable income, **please submit Post-Travel forms with receipts well before the 60-day mark**, as it can take up to five days to process forms depending on complexity and workload.

TIME RESTRICTIONS ON INTERNATIONAL TRAVEL

To ensure insurance coverage while abroad, please submit Pre-Travel Authorizations (especially for International trips!) **<u>two</u>** <u>weeks prior to departure</u>. This gives us enough time to receive all the approvals in our office, approval from Risk Management and Insurance and CNS, and a small window to fix anything if issues with your trip arise.

AIRLINE/TRAVEL AGENT INFORMATION

The University Travel department mandates that the **<u>approved travel agents be used to book airfare.</u>**
- Travel Society: 970-222-5108 or jennyb@travelsociety.com

The approved agents can also be found on the back of the Pre-Travel form.