

Psychology Department Travel Policies

When you are ready to submit either your pre authorization form or your post authorization form, please submit it to psytravelservice@lists.colostate.edu.

Faculty Department Allocated Fund:

The travel fund limit varies from year to year, so be sure to check with the travel coordinators before you make your plans. The faculty department allocated fund can also be used for any professional development activity. Travel money **cannot** be carried over from year to year without the permission from the Chair.

Pre Travel Authorization:

Pre Authorization forms must be turned in for any travel that will happen related to work, including no cost trips. All travel plans that requires a flight **must** go through our approved travel agents. You can find our approved travel agents on the pre authorization form and on the travel guideline.

- ✚ If you are planning a one-day, in-state trip, you will not have to complete a Pre Authorization form. If you stay overnight in another city in Colorado, you will need to complete a Pre Authorization Form.
- ✚ For all trips, you must provide justification with your pre authorization form such as your registration payment and/or explanation of what you will be presenting or researching on the trip.

*All pre travel authorization forms must be turned in prior to contacting the travel agent. International Travel: The pre travel form must be turned in at least 2 weeks prior to your departure date. There may be extra steps to take depending on where you travel. *See Guideline**

Domestic Travel: The pre travel form must be turned in at least 1 week prior to your departure date.

- ✚ If you are renting a car, please go through our approved travel agent which is listed on the back of the pre travel form.

Post Travel Authorization:

Post travel forms must be filled out **completely** including the trip justification, account number, and the names and IDs of all CSU employees you shared lodging with. The form will be returned to you if it is not filled out completely. Itemized receipts are required for all items you would like to be reimbursed for.

- ✚ For those who are sharing a hotel, splitting is **not** allowed unless the hotel is willing to give you a receipt indicating how much was charged to your specific credit card per university policy.
- ✚ In order to claim mileage, you must have used your personal car. Please include mapquest directions for all mileage claims other than DIA.
- ✚ In the special instruction box, please list any personal days that were included in the trip.
- ✚ If you do not plan on getting reimbursed for items do not include them on your post travel form.

Please refer to the travel guidelines and the pre travel workflow chart for additional information and deadlines. Please note that all University travel regulations must be followed and can be found at the link below: http://busfin.colostate.edu/Forms/FRP/Travel/FPI_5-1_Travel.pdf#zoom=100

*Please note, we reserve the right to review travel and make adjustments on a case by case bases.