



University of Colorado
Boulder **Libraries**

Travel and/or Scholarly Support Request Form

University Libraries – 10369

Name:

Conference:

Destination(s):

Begin Date:

End Date:

Funding Request: Please use the worksheet on page 2 to estimate the cost of your travel. Allocation funds do not need exact estimates, but requests for Administrative Travel Funds should be as detailed as possible.

Allocation:

Admin Funds:

Grant*:

Travel Justification:

Should Include (Fund 30/31 Must Include*): 1) Reason for trip 2) Conference Name (no acronyms), Conference Dates 3) Benefit to Sponsored Project*

Traveler Signature: _____

Empl ID

ADMIN USE / SIGNATURES

Trip Name:

Speedtype:

Costs Accrued:

Signatures

Supervisor:

Assoc. Dean:

Dean:
(Grant PI*)

Approved Amount (Admin):

*Fund 30/31 (Sponsored Project/Grant) Travel requires the following.

Approved Travel Budget: Yes No Does Sponsor Require Pre-Approval?: International Domestic

All international and all pre-approval must be forwarded to OCG (Ted.Job@Colorado.EDU). Sponsor Pre-approval required 30-60 days prior to travel. Unbudgeted Travel requires OPAS form.

Completing the Travel and/or Scholarly Support Request

Fill out name and trip information outside of the Admin Use/Signatures box as completely as possible. Begin and end dates of travel should be for the entirety of your trip, not just the dates of the conference (which can be included in the Travel Justification). The Travel Justification should list the conference, meeting, or activity planned. Please avoid acronyms.

Grant travel has additional steps and requirements. Please ensure you are complying with the sponsored project's rules when using these funds.

Once you have completed the form, it should be routed for approval as below.
Supervisor -> Associate Dean -> Dean -> Dylan

Steps for Conducting University-related Travel

First, complete this form and get the necessary signatures. The form will be sent to Dylan after the Dean has signed. Dylan will then send you an email informing you of the travel approval, available funds, and trip booking information necessary for travel.

The University has contracted with [Christopherson Business Travel](#) (CBT) to manage University travel booking. To book a flight, log into <https://my.cu.edu> with your IdentiKey and choose the CU Travel and Expense System (Concur Travel) under the My.Tools tab. Ensure your travel profile is up to date and then begin searching the airfare aggregator tool for a flight. Concur Travel will also allow you to reserve a [rental car](#). You may book through Hertz, National, or Enterprise. You may also book a hotel room if you have a State Travel Card in the Expense System. Once you have selected your flight, you will enter the trip booking information from Dylan's email. There is a \$9 service fee. For international trips or if you would prefer to work directly with a travel agent, you can call CBT at 303-694-8744 or email them at cutravel@cbtravel.com. The service fee is \$20. You may also book the flight on your own if you find it cheaper elsewhere. You must provide a quote from Concur Travel as evidence for reimbursement, however.

Be sure you are not booking more than your available funds allow. Email any itineraries received to Dylan.

Conference registration can sometimes be paid in advance by Administration. Please contact Rhonda.Flaningam@Colorado.EDU well in advance of registration deadlines to discuss payment.

Upon completion of the trip, bring receipts to Dylan for reimbursement. Lodging receipts should show payment and a balance due of \$0. Any charge over \$25 requires an itemized receipt. Meal per diem is based on the [GSA rates](#) for the location (far right column) for full days and 75% of that number on first and last travel days. Receipts are not required for meals. Dylan prepares an Expense Report for reimbursement and sends you instructions for submitting the report.

Please be aware of travel rules and procedures (<https://www.cusys.edu/psc/payables/travel.htm>) and feel free to contact Dylan.Wiersma@Colorado.EDU with any questions pertaining to travel.

ANTICIPATED COSTS WORKSHEET

Airfare/Mileage: (\$9/\$20 Travel Agent Fee)	\$
Rental Car: (Hertz,National,Enterprise)	\$
Registration: (Pre-pay with Rhonda?)	\$
Meal Per Diem: GSA rates	\$
Lodging:	\$
Miscellaneous Costs: (Taxis, Shuttles, etc.)	\$
Total	\$