

Fellows Travel Guide, 2018-2020

Travelers with a CSU issued eID (employees and students)

All CSU employees and students traveling as part of their CCC fellow's project must submit their travel plans and expenses for approval and reimbursement according to the guidelines below. Please ask me if you are unsure, prior to your trip!

All travel outside of Fort Collins requires documentation when CSU/CCC award expenses are used!

- **Paperwork** – All travel paid for by CSU funds must be documented through CSU's kuali system using the TEM protocols: 1)TEM Account form, 2)Travel Authorization form, and 3)Travel Reimbursement form. The CCC will submit these forms on your behalf, unless you request otherwise.
 - If you are travelling for the first time with CSU, you will need to complete the **TEM form** (in your packet) and return to me before **January 16, 2018**.
 - **Domestic travel:** All CSU travelers are required to submit, or have submitted on their behalf a TA and TR form. Please see the details below for planning your travel.
 - **International travel:** All CSU travelers are also required to register their trips and obtain approval for international travel through CSU's risk management office PRIOR TO TRAVEL!
 - **Students** must register their trips through the online portal below to get approval prior to departure from the Office of International Programs and Office of Risk Management. Contact Vanessa Hayward if you have questions or trouble with the form. vanessa.hayward@colostate.edu ,(970) 491-2773
 - Registration form for non-credit travel is available on the Office of International Program website, <http://rmi.prep.colostate.edu/international-travel/registration/>
 - **Faculty** must also get approval from the Office of Risk Management, however this approval is processed for you once your travel document is submitted
 - **VISAs:** Please be aware that travel visas are taking significantly longer these days, so plan ahead, particularly for countries that may be on the travel advisory list
- **Flights** – CSU prefers all bookings to be made through the two contracted agencies below. Please work directly with the agencies to make your travel arrangements. ALWAYS copy me on correspondence with the travel agents because I have to provide them with information to complete the booking. Talk to me before your trip and I can tell you if an exception can be made.
 - [New Horizons](http://www.travelnewhorizons.com), 223-7400, info@travelnewhorizons.com
 - [Frosch-Travel](http://www.frosch.com) , Marge Yoder 282-6719, marge.yoder@frosch.com
- **Travel Advances** - Students and faculty are eligible for travel advance up to \$1500 (more if justified). Advances are paid out 10 days prior to departure through direct deposit. Travel advances can cover the things listed below:
 - **Per Diem:** If you will be covering your meals and lodging through your award funds, this is considered per diem. Per diem is set according to the state department, and is based upon your travel destination.

- **Group expenses:** If you will be covering other travelers expenses for food, lodging, VISA's, you can put these expenses on your travel documents. This is recommended so that there is one person who is the financial manager for the project expenses.
- **On-site expenses:** Expenses that must be paid in cash, on site such as paying field techs for research, renting campsites, buying supplies at a roadside stand without electricity, can be built in to a travel advance. These expenses can also be reimbursed upon returning from the trip.
- **Receipts:** Any expenses that you would like to be reimbursed for must have an itemized receipt. **ALL RECEIPTS MUST BE TURNED IN WITHIN 30 DAYS AFTER YOUR TRIP END DATE!**
 - All receipts must be itemized with purchase detail and date
 - If the vendor does not give receipts, create your own and have them sign and date it! I recommend buying a duplicate or triplicate receipt book to take with you on trips.
- **Other expenses:** If there are other expenses that can be paid for in advance, through a wire or on a credit card, please discuss with me.
 - **Expenses for partner fellows:** I recommend that the CSU Fellow cover all of the expenses for the project if possible because it will reduce the amount of paperwork and potential fees.
- **Timing!** - Plan to meet or speak with me well before your departure date, especially if you will be traveling internationally (international travel can take 4-6 weeks for approval). If you do not, I cannot guarantee you will be reimbursed for your expenses.
 - **Travel Authorizations (TA):** This form must be completed prior to your departure, and at least 3 weeks prior if you would like an advance.
 - If you request an advance, you will receive an email from kualu asking you to approve the TA. If you do not login to do this, your travel will not be approved.
 - **Travel Reimbursements (TR):** Once you return from your trip, and a TR is processed, you will receive an email notification from the kualu system to approve your reimbursement. If you do not login and approve, you will not be reimbursed!

Travelers without a CSU issued eID (non-employees, non-students)

Fellows who are not employees or students of CSU can work with CCC admin to make their arrangements for travel. In limited situations, they can also make their own travel arrangements and be reimbursed. Please check with CCC admin prior to making any travel arrangements.

Traveling to the Fellows Reception and Retreat, February 13-16, 2018?

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 - If you are travelling for the first time with CSU, you will need to complete the **TEM form** (in your packet) and return to me before **January 16, 2018**.
 - CCC admin can book your travel using CSU contracted travel agents, so there is no cost out of pocket for you. We can work on this together with your CSU based Fellow.
- **Expense reimbursement:** You can be reimbursed for travel for yourself and project participants (with submission of appropriate paperwork). We must have a W-8 to reimburse you, and we can wire funds to you.
 - i. Create an invoice with expenses listed (services and goods should be invoiced separately)
 - ii. Copy of itinerary and receipts
 - iii. Written justification of why the travel benefitted your project.
 - iv. All foreign travelers must complete a W-8 form to be reimbursed for travel expenses.
- **VISAs:** Please be aware that travel visas are taking significantly longer these days, so plan ahead, particularly for countries that may be on the travel advisory list. If you need a letter of support from us to help with your VISA, we are happy to provide that to you.

Required forms can be completed electronically and emailed to me or it can be mailed to me at the address below:

Center for Collaborative Conservation
Louisa Gibson
1401 Campus Delivery
Colorado State University
Fort Collins, Colorado 80523

All forms (TEM, W-9, W-8) can be accessed at the link below:

<http://busfin.colostate.edu/Resources/Forms.aspx>