

# COMMUNITY COLLEGE OF DENVER

Title: Employee Travel

Guideline #: FS – 5

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References: State Fiscal Rules  
College Travel Guidelines

Approved By: Dr. Everette J. Freeman, President

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## 1. PURPOSE

To establish and provide all Community College of Denver (College) employees clear direction to obtain approval for travel and process requests for travel reimbursement.

## 2. APPLICABILITY

This guideline applies to all College employees.

## 3. GUIDELINE

The following must be adhered to, depending on travel type.

- a. In-State Travel, Without Overnight Stay (mileage only)  
(including conferences, meetings, trainings, etc.):

- i. Before and During Travel
  1. Employees must notify and obtain their supervisor's approval prior to traveling on official College business.
  2. Meal per diems are only provided for in-state travel with an overnight stay.
  3. Keep all required receipts, including tolls, parking, and car rental and associated gasoline.
  
- ii. After Travel
  1. Complete and submit, within thirty (30) days of completing travel, the following documents:
    - a. A completed and signed Travel Expense Reimbursement Request (FIS-21).
    - b. Conference/meeting agenda.
    - c. MapQuest or Google Map printout identifying the miles driven for all routes (including normal round-trip commute).
      - i. Employees with an RTD Eco Pass via current payroll deductions shall be reimbursed for one hundred percent (100%) of the business related miles for the day.

- ii. Employees without an RTD Eco Pass via current payroll deduction will be reimbursed for the mileage incurred above the employee's normal round-trip commute.
    - d. Other receipts, including tolls, parking, and car rental and associated gasoline.
  - 2. Based on IRS and State of Colorado fiscal rules, and College guidelines, if travel expenses are submitted for reimbursement more than sixty (60) days after travel is completed, they must be included as taxable income in the employee's paycheck.
- b. In-State Travel, With Overnight Stay:
- i. Before Travel
    - 1. At least thirty (30) days prior to travel, the traveler must request pre-approval for the trip by completing and submitting a Travel Authorization Form (Form). The Form will automatically be forwarded for approvals. In-state travel must be pre-approved by the traveler's immediate supervisor and their Vice President. If the travel is less than fifty (50) miles from the traveler's home, the Vice President of Administrative Service and CFO must also pre-approve.
      - a. Failure to meet the thirty (30) day timeframe above may result in the traveler's request being denied.

2. If meals are included with the conference or your hotel stay, the College will not pay per diem for those meals, even if the traveler determines the meals are inadequate.
3. If travelers have dietary restrictions the College will reimburse them for meals provided they are due to a valid medical purpose. In order to be reimbursed, the traveler must:
  - a. Provide proof that contact was made with the conference provider or hotel and that they refused to or cannot accommodate the traveler's dietary restrictions.
4. Meals provided on travel days will be subtracted from per diem prior to calculating the seventy five percent (75%) for those days.
5. While making lodging accommodations, the College recommends that travelers visit the [State's Lodging web page](#) and search for the best value. When using any online travel agency for lodging reservations, be sure to print the lodging cost detail per day that includes the taxes and fees since this information often will no longer be available online once payment is entered.

ii. During Travel

1. If traveling by air, be sure to keep the airline travel itinerary.

2. Provide the College's tax exempt ID number (38-3721881) to lodging facility so taxes are not charged. Some Colorado lodging facilities will honor the certificate but others may not. Use this link to get a copy of the College's certificate: [tax exempt certificate](#).
3. Keep all required original receipts including final lodging receipt (showing payment in full), taxi, shuttle, car rental and associated gasoline, tolls, baggage, and parking.

iii. After Travel

1. Complete and submit, within thirty (30) days of completing travel, the following documents:
  - a. A completed [Travel Expense Reimbursement Request \(FIS-21\)](#) signed by the traveler, their supervisor and, if applicable, the org owner where the trip will be charged.
  - b. Conference/meeting agenda.
  - c. Airline travel itinerary.
  - d. MapQuest or Google Map printout identifying the miles driven for all routes when traveling by personal vehicle.
    - i. Employees with an RTD Eco Pass via current payroll deductions shall be

reimbursed for one hundred percent (100%) of the business related miles for the day.

ii. Employees without an RTD Eco Pass via current payroll deduction will be reimbursed for the mileage incurred above the employee's normal round-trip commute.

e. Submit all required original receipts including final lodging receipt (showing payment in full), taxi, shuttle, car rental and associated gasoline, tolls, baggage, and parking.

f. If total travel cost exceeds the estimated cost on the Form by ten percent (10%) or more, the traveler must attach an explanation to their Travel Expense Reimbursement.

2. Based on IRS and State of Colorado fiscal rules, and College guidelines, if travel expenses are submitted for reimbursement more than sixty (60) days after travel is completed, they must be included as taxable income in the employee's paycheck.

c. Out-of-State Travel

i. Before Travel

1. At least thirty (30) days prior to travel, the traveler must request pre-approval for the trip by completing and submitting a Travel Authorization Form (Form).

The Form will automatically be forwarded for approvals. Out-of-state travel must be pre-approved by the traveler's immediate supervisor, their Vice President, and President.

- a. Failure to meet the thirty (30) day timeframe above may result in the traveler's request being denied.
2. If meals are included with the conference or your hotel stay, the College will not pay per diem for those meals, even if the traveler determines the meals are inadequate.
  3. If a traveler has dietary restrictions the College will reimburse travelers for meals provided they are due to a valid medical purpose. In order to be reimbursed, the traveler must:
    - a. Provide proof that contact was made with the conference provider or hotel and that they refused to or cannot accommodate the traveler's dietary restrictions.
  4. While making lodging accommodations, the College recommends that travelers visit the [State's Lodging web page](#) and search for the best value. When using any online travel agency for lodging reservations, be sure to print the lodging cost detail per day that includes the taxes and fees since this information often will no longer be available online once payment is entered.

ii. During Travel

1. If traveling by air, be sure to keep the airline travel itinerary.
2. Keep all required original receipts including final lodging receipt (showing payment in full), taxi, shuttle, car rental and associated gasoline, tolls, baggage, and parking.

iii. After Travel

1. Complete and submit, within thirty (30) days of completing travel, the following documents, even if no money is owed to the traveler:
  - a. A completed Travel Expense Reimbursement Request (FIS-21) signed by the traveler, their supervisor and, if applicable, the org owner where the trip will be charged.
  - b. Conference/meeting agenda.
  - c. Airline travel itinerary.
  - d. MapQuest or Google Map printout identifying the miles driven for all routes when traveling by personal vehicle. The College will reimburse for the mileage incurred between the employee's residence and the airport.
  - e. Submit all required original receipts including final lodging receipt (showing payment in full),



taxi, shuttle, car rental and associated gasoline, tolls, baggage, and parking.

f. If total travel cost exceeds the estimated cost on the Form by ten percent (10%) or more, the traveler must attach an explanation to their Travel Expense Reimbursement.

2. Based on IRS and State of Colorado fiscal rules, and College guidelines, if travel expenses are submitted for reimbursement more than sixty (60) days after travel is completed, they must be included as taxable income in the employee's paycheck.

d. International Travel

i. Before Travel

1. At least thirty (30) days prior to international travel, the traveler must request pre-approval for the trip by completing and submitting a Travel Authorization Form (Form). The Form will automatically be forwarded for approvals. International travel must be pre-approved by the traveler's immediate supervisor, their Vice President, President, and President of the Colorado Community College System (CCCS).

a. Failure to meet the thirty (30) day timeframe above may result in the traveler's request being denied.

2. In addition to the Form above, the traveler must manually obtain the signatures necessary to complete the hardcopy Out-of-Country Travel Request and Authorization Form (FIS-22). The College President will forward the completed form to the President of CCCS for approval.
3. If meals are included with the conference or your hotel stay, the College will not pay per diem for those meals, even if the traveler determines the meals are inadequate.
4. If travelers have dietary restrictions the College will reimburse them for meals provided they are due to a valid medical purpose. In order to be reimbursed, the traveler must:
  - a. Provide proof that contact was made with the conference provider or hotel and that they refused to or cannot accommodate the traveler's dietary restrictions.
5. While making lodging accommodations, the College recommends that travelers visit the State's Lodging web page and search for the best value. When using any online travel agency for lodging reservations, be sure to print the lodging cost detail per day that includes the taxes and fees since this information often will no longer be available online once payment is entered.

ii. During Travel

1. If traveling by air, be sure to keep the airline travel itinerary.
2. Keep all required original receipts including final lodging receipt (showing payment in full), taxi, shuttle, car rental and associated gasoline, tolls, baggage, and parking.

iii. After Travel

1. Complete and submit, within thirty (30) days of completing travel, the following documents, even if no money is owed to the traveler:
  - a. A completed Travel Expense Reimbursement Request (FIS-21) signed by the traveler, their supervisor and, if applicable, the org owner where the trip will be charged.
  - b. Conference/meeting agenda.
  - c. Airline travel itinerary.
  - d. MapQuest or Google Map printout identifying the miles driven for all routes when traveling by personal vehicle. The College will reimburse for the mileage incurred between the employee's residence and the airport.
  - e. Submit all required original receipts including final lodging receipt (showing payment in full),

taxi, shuttle, car rental and associated gasoline, tolls, baggage, and parking.

- f. If total travel cost exceeds the estimated cost on the Form by ten percent (10%) or more, the traveler must attach an explanation to their Travel Expense Reimbursement.

- 2. Based on IRS and State of Colorado fiscal rules, and College guidelines, if travel expenses are submitted for reimbursement more than sixty (60) days after travel is completed, they must be included as taxable income in the employee's paycheck.

- e. Travel by the College President

All travel by the College President requiring an overnight stay must be pre-approved by the President of CCCS. The College President is required to comply with all travel requirements as stated above.

#### 4. ADDITIONAL TRAVEL INFORMATION

- a. Travel Forms

All forms can be found at [www.CCD.edu/Travel](http://www.CCD.edu/Travel).

- b. Per Diem (Meals and Incidentals)

- i. Employees will be reimbursed per diem based on their destination. Travel days are reimbursed at seventy five percent (75%) of the destination city's rate.

- ii. The destination city will always be Denver on the return leg of your trip.
- iii. Per Diem rates are defined by the State of Colorado and vary by location and, in some cases, by season. Per Diem rates can be found at State of Colorado Fiscal Rules Travel 5-1.

NOTE: Most travelers will use the first two appendices – Appendix A1 Domestic (CONUS) Per Diem Rates and Appendix A2 Allocation of Domestic CONUS Per Diem Rates (provides the daily split including incidentals).

The State of Colorado uses the international per diem rates published by the United States Department of State.

c. Payment Options

- i. College employees except for work study and student hourly employees may apply for and receive a state-issued Citibank Individually Billed Travel Card to pay for all College approved travel related expenses including transportation, lodging, meals, baggage fees and other incidentals. Travelers are reminded they are personally responsible for paying the entire balance on the travel card by the statement due date. To apply for a travel card, please refer to the College's Travel Card Guideline FS-12.
- ii. Employees on the Citibank delinquency report will be reported within the College as follows:
  - 1. 30 Days Delinquent – Employee and employee's supervisor.

2. 60 Days Delinquent – Employee, employee’s supervisor and executive staff member.
3. 90 Days Delinquent – Employee, employee’s supervisor, executive staff member, and the College president.

If a delinquency of ninety (90) days is reported, the employee will be notified that the card balance will be paid by the College and a payroll deduction for the full amount will be processed from the employee’s next payroll cycle. This action may also result in permanent revocation of the employee’s travel card.

- iii. For travel being reimbursed by an external organization, please refer to the College’s Employee Travel Paid by Third Parties Guideline (FS – 8).
- iv. All travel through June 30<sup>th</sup> must be submitted to Fiscal service no later than the fifth (5<sup>th</sup>) business day in July in order for the expense to be paid in the appropriate (prior) fiscal year.

## 5. TRAVEL GUIDANCE

The table below provides guidance on the most common types of travel expenses, how they are reimbursed and whether or not a receipt is required.

## Proper Handling of Common Travel Expense

Type of Travel Expense	Reimbursement	Receipt Required?
Lodging	Actual	Yes
Meals and related tips	Per Diem Rate	No
Incidental expenses (including tips to porters, hotel maids, baggage carriers, bellhops, and skycaps for airport check-in)	Per Diem Rate	No
Parking/Shuttle/Taxi and tips (\$25.00 or more)	Actual	Yes
Airfare	Actual	Yes
Rental vehicles (preapproval required)	Actual	Yes
Mileage for personal vehicles	Miles by current reimbursement rate	No
Other allowable travel expenses	Actual	Yes