

## **500.2 Travel**

Colorado State University will reimburse employees for business travel expenses incurred while on assignments away from the normal work location. The employees' immediate supervisor must approve all business travel in advance.

Employees should contact the Training/Development section for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

When approved, the actual costs of travel, lodging, and other expenses that are related directly to accomplishing business travel objectives will be reimbursed to the employee. Per diem will be reimbursed in accordance with state policies. Employees are expected to limit expenses to reasonable amounts. Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to the Training/Development section when travel advances are needed. In most cases, employees will be required to have a state travel card to obtain cash advances.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor.

Vehicles owned, leased, or rented by Facilities Management cannot be used for personal use without prior approval.

With prior approval, a family member or friend may accompany employees on business travel, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such nonbusiness travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 5 working days to the Training/Development Section. Receipts for all individual expenses should accompany reports.

Abuse of business travel expenses, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action.