

TRAVEL GUIDELINES

FORMS

Forms can be found in the Group Drive in the TRAVEL FORMS folder within the Common folder (T:\Common\TRAVEL FORMS). Any further updates to these forms will be placed in this folder, so the most current forms would be found there. Forms should be turned into the following list serve: psytravelservice@lists.colostate.edu.

STUDENT RECRUITMENT

For any student being recruited, that we will be providing travel reimbursement, we will need the **TEM Customer form (top half)** filled out **and** a **Pre-Travel Authorization form** filled out completely. The sooner the better, so we can prioritize travel submissions here in the main office. Please also let us know if you have a budget we need to follow. **The student will be required to call the approved travel agents to book airfare; they should not book their own airfare, unless it is not being reimbursed by us.**

TAXABLE REIMBURSEMENTS

Travel will check to ensure reimbursements have been approved by the traveler within 60 days of the trip end date. **Any reimbursement not approved by the traveler in Kuala within 60 days of the trip end date will be required to be included in their taxable income.** To avoid reimbursements becoming taxable income, **please submit Post-Travel forms with receipts well before the 60-day mark,** as it can take up to five days to process forms depending on complexity and workload.

TIME RESTRICTIONS ON INTERNATIONAL TRAVEL

To ensure insurance coverage while abroad, please submit Pre-Travel Authorizations (especially for International trips!) **two weeks prior to departure.** This gives us enough time to receive all the approvals in our office, approval from Risk Management and Insurance and CNS, and a small window to fix anything if issues with your trip arise.

AIRLINE/TRAVEL AGENT INFORMATION

The University Travel department mandates that the **approved travel agents be used to book airfare.**

- Travel Society: 970-222-5108 or jennyb@travelsociety.com

The approved agents can also be found on the back of the Pre-Travel form.